



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Ridgefield National Wildlife Refuge  
P.O. Box 457 – 28908 NW Main Avenue  
Ridgefield, WA 98642  
Phone: 360/887-4106 Fax: 360/887-4109



March 29, 2017

## YOUTH CONSERVATION CORPS (YCC) – SUMMER JOBS DESCRIPTION

- WHERE:** Ridgefield National Wildlife Refuge  
(Office – 28908 NW Main Avenue, Ridgefield)
- WHEN:** June 26, 2017 through August 18, 2017 (8 week program)
- HOURS:** 7:30 a.m. – 4:00 p.m. Monday through Friday (40 hours per week)
- PAY:** \$11.00 per hour (Washington State minimum wage)
- POSITIONS AVAILABLE:** Up to 5 Crew Members

### APPLICATION DEADLINE:

Applications must be received (not postmarked) at the Ridgefield National Wildlife Refuge office by 4:00 p.m. on Monday, May 15, 2017. Applications received after the deadline will not be considered. Applications may be physically delivered to the refuge office (28908 NW Main Avenue, Ridgefield, WA 98642) or received by mail (P.O. Box 457, Ridgefield, WA, 98642) by the due date.

### GENERAL ENROLLEE REQUIREMENTS:

- Crew members will be filled by a random drawing. Selected applicants will be notified by phone and/or mail by May 19th. Alternates will be drawn in the event that selected applicants decline the position or are otherwise ineligible.
- **Enrollees must be at least 15 years of age before the first day of work and cannot have reached 19 years of age during the duration of the program.**
- ALL selected applicants and a guardian must attend a meeting on May 30, 2017 at 7:00 p.m. at the Ridgefield National Wildlife Refuge headquarters at 28908 NW Main Avenue, Ridgefield.
- Crew members must arrange their own transportation to and from the Refuge headquarters on work days.

- Crew members will wear work boots, long-sleeved shirts, and long pants during work hours. Employer provided personal protective equipment (e.g. gloves, hard hats, goggles, and ear protection) will be worn by employees while performing project work.
- All crew members will be expected to participate in the full eight week program. Crew members do not earn leave and any leave granted will be leave without pay. Limited leave will be granted for unavoidable conflicts (e.g. school enrollment and medical leave). Leave will not be granted for vacations.
- Enrollees must not have participated in any YCC program for more than 3 weeks in the past.
- Other conditions may apply, please contact Refuge Headquarters (360/887/4106) with any special eligibility concerns.
- Direct deposit is required for payroll. Enrollees must provide banking institution information for payment.

**JOB DUTIES:**

YCC participants will be involved in a variety of natural resource and recreation management projects. Projects may include, but are not limited to; facility maintenance, grounds maintenance, fence construction and maintenance, installing and maintaining signs, trail/road maintenance, litter removal, and invasive plant control. Crew members will participate in environmental education activities and field trips to nearby destination may be taken. All work projects are designed to help develop good work skills, work habits, and safety awareness. If you have any questions about the YCC summer program, please call the Refuge office at (360) 887-4106.

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Please sign and return with the attached YCC application form.

**APPLICANT'S STATEMENT:** I have read the YCC Summer Job Description and understand the requirements and duties involved in the work program.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT & DATE**

\_\_\_\_\_  
**SIGNATURE OF THE PARENT/LEGAL GUARDIAN & DATE**

# Youth Conservation Corps (YCC) Application

YCC Exhibit I.1

Print or Type all answers. All questions and statements must be answered to enable Selection Office to determine applicant's eligibility and availability. *Incomplete applications may have to be rejected.* Authority is PL 93-408. During the term of employment, you must be at least 15 years of age and not have reached age 19.

Name (Last-First-Middle Initial)

[Grid for Name entry]

Social Security Number

[Grid for Social Security Number]

SS# required upon selection.

Male

Female

Date of Birth

[Grid for Date of Birth]

Month Day Year

Mailing Address (Street or P.O. Box)

[Grid for Mailing Address]

City

[Grid for City]

State

Zip Code

[Grid for State and Zip Code]

Area Code Telephone Number

[Grid for Home Telephone Number]

Home

Area Code Telephone Number

[Grid for Emergency Telephone Number]

In Case of Emergency

## Applicant's Statement

YCC is an Equal Opportunity Employer

I am familiar with the YCC program and interested in working in the outdoors to develop and maintain the natural resources of the United States. If selected, I will obtain a work permit if required. I have or am applying for a social security number. I am a permanent resident of the United States or its Territories or possessions. I do not have a history of serious criminal or other antisocial behavior that might jeopardize my safety or that of others. I certify that all information I have given above is true and correct to the best of my knowledge. I have not participated in any YCC program for more than 3 weeks in the past, nor have I submitted duplicated applications. Incorrect statements constitute grounds for immediate dismissal. You have my permission to give this application to any YCC official for whose camp I am selected.

(Signature of Applicant)

(County)

I am familiar with the YCC program and the applicant has my permission to participate.

(Signature of Parent or Guardian)

(Date)

# United States Youth Conservation Corps

## The Program

The Youth Conservation Corps (YCC) is a well-balanced work-learn-earn program that develops an understanding and appreciation in participating youth of the Nation's environment and heritage. It is administered by the U.S. Department of Agriculture—Forest Service, and by the U.S. Department of the Interior—Fish and Wildlife Service and National Park Service. YCC offers gainful summer employment to youth, for approximately eight weeks, in a healthful outdoor atmosphere.

Enrollees will be paid the minimum wage for a 40 hour work week. Most projects will enroll an equal number of males and females.

Projects include building trails, maintaining fences, cleaning up campgrounds, improving wildlife habitat, and thinning timber stands. Participants will do hard physical work and may be exposed to insects, poison oak and ivy, adverse weather, and difficult working conditions.

## Eligibility Requirements

Young men and women, 15 through 18 years of age, who are permanent residents of the United States, its Territories, or possessions, are eligible for employment without regard to social, economic, racial, or ethnic backgrounds. Handicapped youth who can effectively participate in most YCC activities are eligible. Youth must have no history of serious criminal or other antisocial behavior that might endanger their safety or that of others; have or be able to obtain a work permit as required under the laws of their State; have a Social Security number or have made application for one; be willing and able to work hard and participate in most work projects. Employment is without regard to Civil Service or classification laws, rules, or regulations.

## How You Can Enroll

To apply, youth meeting these qualifications should complete this YCC application form and return it at the earliest possible date to the nearest unit of a National Park, National Forest, or National Fish and Wildlife Refuge or Hatchery.

Applicants will be selected on a random basis and will be notified of selection. Demographic information such as age, race, and family income is not used in the selection process.



Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB #0596-0084), Washington, D.C. 20503.

YCC complies with Section 504 of the Rehabilitation Act of 1973. (29 U.S. Code 794). Under this Act and implementing Regulations, handicapped persons "who, with reasonable accommodation, can perform the essential functions" of the YCC are eligible. (7 CFR Part 15b and 43 CFR Part 17)