



United States Department of the Interior



U.S. FISH AND WILDLIFE SERVICE
Kodiak National Wildlife Refuge
1390 Buskin River Road
Kodiak, Alaska 99615-0323
(907) 487-2626

JOB OPPORTUNITY NOTICE R7-16-011-AV

OPENING DATE: February 12, 2016
CLOSING DATE: March 1, 2016

POSITION: PARK RANGER (VISITOR SERVICES SPECIALIST) GS-0025-05
Up to two positions may be filled.

SALARY: \$35,373.00 (starting at \$16.95 per hour + 6.91% of Cost of Living Allowance)

LOCATION: Kodiak, Alaska

WHO MAY APPLY: Any qualified U.S. citizen who has lived or worked in or near Alaska public lands and has special knowledge or expertise concerning the natural and cultural resources of the public lands and the management thereof. This includes an applicant who was once a resident, moved away, but is intending to re-establish local residency.

WORK PERIOD: This is a TEMPORARY/FULLTIME position.

This is a temporary/full time position and is not to exceed (NTE) 1039 hours. The position is expected to begin in May and end in October. (There may be some flexibility with the start date and end date, but total number of hours will not exceed 1039 hours).

ORGANIZATION: Kodiak National Wildlife Refuge, Kodiak, Alaska

DUTIES: As a Park Ranger (Visitor Service Specialist) some of your primary duties will be to:

- Work directly with the public providing front-country customer service and assistance to visitors at the Kodiak Refuge Visitor Center information desk.
- Prepare and present a variety of interpretive and educational programs for the Kodiak National Wildlife Refuge for both children and adults.
- Staff the information desk at the Visitor Center including responding to the needs and questions of visitors, answering the telephone and providing information to visitors about the Refuge and Kodiak in general for at least 4 hours per day (or at least 50% of the 40 hour work week).
- Conduct on and off-site environmental education and/or interpretive programs for a variety of audiences.
- Create and update interpretive and educational materials such as flyers for upcoming programs as well as brochures, handouts, and exhibits.
- Maintain stock of brochures, handouts, and educational materials and supplies.
- Conduct various methods of publicizing events and programs such as contacting local media (radio, newspaper, etc.) and utilizing a variety of social media tools such as Facebook, emailing listserves, etc. to promote and

advertise programs.

- Post event flyers within in the Kodiak community to promote and advertise programs.
- Operate a computerized cash register to make sales for the Alaska Geographic bookstore within the Visitor Center.
- Open and close the Visitor Center and Alaska Geographic bookstore.
- Maintain a neat and orderly appearance at the information desk and throughout the Visitor Center and assist the custodian in keeping the Visitor Center clean and stocked with supplies.
- Assist staff and perform other duties as needed and assigned.

You will be expected to work 40 hours per week (including weekends and some holiday), the majority of which occurs inside the Visitor Center. Information desk staffing will include standing and /or sitting at the information desk and providing information to visitors for at least 4 hours per day (or at least 50% of the 40 hour work week).

For more information on the duties of this position contact Ava Kahn at 907-487-2626 or ava_kahn@fws.gov or Hansel Klausner at (907) 487-0248 or hansel_klausner@fws.gov .

KNOWLEDGE/EXPERIENCE REQUIRED:

Applicants must have knowledge or expertise concerning the natural or cultural resources of public lands in Alaska and the management thereof.

1. Must have knowledge of the local area including natural and cultural resources, fish and wildlife populations and recreational opportunities and facilities.
2. Must have knowledge of local geography, weather, history and native cultures.
3. Knowledge, skill or ability to serve as Park Ranger (Visitor Services Specialist) in the Kodiak National Wildlife Refuge, to provide the public with information about safe, accessible, and quality wildlife-dependent recreation opportunities.

CONDITIONS OF EMPLOYMENT:

1. Government housing is a possibility depending on availability.
2. Must have a current valid driver's license.
3. Selectee will be required to wear an official U.S. Fish & Wildlife Service uniform.
4. Willing and able to speak publicly and give presentations for children and adults of all ages.
5. Interest and willingness to work most of the time in an indoor setting, inside of the Refuge Visitor Center.
6. Willing to work weekends, some holidays and if necessary occasional evenings or longer days.
7. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
8. Background Investigations: Employment in this position requires a background investigation which may delay your starting date. If you are selected and cannot obtain a favorable adjudication within a reasonable period of time due to disclosed or undisclosed background issues, the employment offer may be withdrawn.
9. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
10. You will be required to provide proof of US citizenship.

HOW TO APPLY: The following must be filled out and received by **March 1, 2016** at 5:00 PM AKST:

1. Submit your resume, curriculum vitae, the Optional Application for Federal Employment (OF-612) or any other written format you choose, to describe your job-related qualifications.

Please ensure that your resume contains:

- Your full name

- Address, including zip code
 - Telephone number
 - The last four digits of your social security number
 - Whether or not you claim veterans' preference in employment
 - Your country of citizenship
 - Educational information, such as high school name and date of diploma or GED
 - College and/or graduate school name(s), dates attended, date and type of degree earned or, if no degree earned, show credits earned.
 - Work experience: for each period of employment or non-paid work, include dates of employment (month and year of starting and ending dates), number of hours worked per week and salary, job title (if the position was in the federal government, include the official job title, occupational series and grade), the employer's name and address, supervisor's complete name and telephone number and indicate whether current supervisor may be contacted and a description of the major duties performed and accomplishments.
 - Any other job related qualifications such as language skills, technical/mechanical skills, professional certificates/licenses and dates received, honors, awards, and special accomplishments related to this position.
 - Please note: the information in your resume will be used to confirm that you meet the qualification requirements of the position.
2. Supplemental Questionnaire, attached.
 3. DD-214, if you are a veteran or if you are claiming 5 point veteran's preference.
 4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability.

EACH APPLICANT MUST COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE ADDRESSING EACH OF THE REQUIREMENTS.

The questionnaire and the OF-612, or resume, is the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position. The interviews may be conducted on a pass/fail basis or may be scored.

Submit application either by mail, fax or hand delivery to:

Hans Klausner
 Supervisory Park Ranger
 402 Center Avenue
 Kodiak, Alaska 99615
 fax: (907) 487- 2144

For further assistance in completing the questionnaire or resume for this position or questions on how to apply, **contact Annyn Vanderlooven at (907) 271-2455.**

ADDITIONAL INFORMATION:

Privacy Act Information: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The U.S. Department of Interior is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or other non-merit factors.

NAME _____ Date: _____

ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE
PARK RANGER (VISITOR SERVICES SPECIALIST)
GS-0025-05

R7-16-011-AV

Please respond to the following questions so we can determine your level of knowledge and skills for this position.

LOCAL KNOWLEDGE AND EXPERIENCE

1. Do you now, or have you ever, lived or worked in or near the public lands in Alaska?
 - a. Yes (This answer needs to be supported on your application/resume)
 - b. No

2. Have you lived in the vicinity of Kodiak National Wildlife Refuge? If so for how long?
 - a. Less than one (1) year
 - b. One (1) to five (5) years
 - c. Over five (5) years
 - d. I have not lived in the vicinity

3. While working or living in or near the public lands of Alaska, have you held a job with duties involving natural or cultural resources?
 - a. Yes
 - b. No

4. How would you describe the type of natural/ cultural resources knowledge and experience you have obtained? Please circle all that apply.
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river names/locations, types of landscapes, or other geographic information
 - c. Wildlife (including identification of): mammals, birds, insects, big game, fish, or other animals specific to the area
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information about the local community
 - e. Other unique information not listed above (you may be asked to elaborate at a later time).
 - f. I do not have knowledge or experience as listed above.

5. What methods have you used to share this knowledge and/or experience with others? Please circle all that apply.
 - a. Materials such as brochures, pamphlets, books, or written documents
 - b. Media such as websites, Twitter, Facebook, podcasts, etc.
 - c. Formal and/or informal presentations
 - d. Hands-on activities and/or games
 - e. Other methods not listed above (you may be asked to elaborate at a later time).
 - f. I do not have skill or experience with the methods listed above.

6. How did you obtain your knowledge of the unique practices of the public lands of Alaska? Please circle all that apply.
 - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through a position held
 - c. Official training: high school class, college course, on-line training
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate at a later time).
 - e. I do not have the knowledge listed above.

NAME _____ Date: _____

7. Do you have knowledge of the local area, resources, habitats, wildlife, weather patterns, geography, and travel conditions and have used it, in combination with knowledge of local Alutiiq culture and lore, to efficiently inform the public about the remote and isolated areas on and near Kodiak, AK?
 - a. Yes
 - b. No

8. Are you able to respond to questions and assist visitors with information concerning the natural and cultural resources of the Kodiak National Wildlife Refuge?
 - a. Yes
 - b. No

9. Have you been responsible for providing the following visitor services? Please circle all that apply.
 - a. Answering questions about Alaska's flora and fauna.
 - b. Providing driving directions.
 - c. Assisting with trip planning to remote public lands.
 - d. Referring people to other agencies, organizations and individuals as appropriate.
 - e. Recommending recreational and/or cultural activities.
 - f. I have not provided the following visitor services.
 - g. Others (you may be asked to elaborate at a later time.)

10. Have you been involved with interpretive programs? Please circle all that apply.
 - a. I have independently developed and presented original interpretive programs.
 - b. I have assisted with developing and presenting interpretive programs.
 - c. I have delivered interpretive programs prepared by others.
 - d. I have assisted with delivering interpretive programs.
 - e. I have attended interpretive programs.

11. Have you been involved with environmental education programming? Please circle all that apply.
 - a. I have independently created and presented original environmental education programs.
 - b. I have personally delivered environmental education programs.
 - c. I have assisted others with delivering environmental education programs.
 - d. I have only delivered environmental education programs prepared by others.
 - e. I have attended environmental education programs.
 - f. I have not been involved with environmental education programs.

For questions 14 - 44, choose the statement from the list below that best describes your level of proficiency acquired through formal training or extensive on-the-job experience and/or training for the tasks listed. Select only one letter for each task.

It is important that your application package (resume, transcripts, list and description of training completed and/or other items you submit) clearly shows how you possess the experience and skill levels you claim in this questionnaire. Each of your responses must be clearly supported by your education, training, and/or specific work experience you describe in your application package. If not, you may be found unqualified and not considered for the position.

- A- I have not had education, training or experience in performing this task.
- B- I have had education or training in performing this task, but have not yet performed it on the job.
- C- I have performed this task as on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D – I have performed this task as a regular part of my job. I have performed it independently and normally without review by a supervisor or senior employee.
- E – I am considered an expert at performing this task. I have supervised the performance of this task or I am normally the person who is consulted by others to assist them in doing this task because of my expertise.

NAME _____ Date: _____

Important: The information you provide in your application package must support the level you claim in your responses to the questions below, by providing details of your relevant experience. This is especially critical for each D or E response you claim.

12. Speak publicly and give presentations in front of children and adults of all ages.
13. Conduct information interpretation and roving interpretation in a visitor center environment.
14. Conduct formal public talks, presentations and demonstrations and use associated audiovisual equipment.
15. Develop interpretive materials, such as brochures, guidebooks, handouts, and exhibits in support of visitor services program.
16. Use a variety of desktop publishing software (such as Microsoft Publisher, Adobe InDesign) to create flyers for programs and events.
17. Use word processing and spreadsheet programs (such as Microsoft Word and Microsoft Excel).
18. Use, operate, and troubleshoot a variety of audio-visual and other equipment (such as projector systems, laptops, DVD players) in the performance of interpretive and educational programming.
19. Assist with the development of public outreach materials such as public service announcements (PSA's), newspaper announcements, and program and event flyers for the promotion of programming.
20. Conduct various methods of publicizing events and programs utilizing traditional local media (radio, newspaper, etc.) and a variety of social medial tools (social networking sites, internet, e-mail, etc.) to promote and advertise programs.
21. Conduct on- and off- site environmental education programs for a variety of audiences.
22. Intiate or assist with the development or revision of environmental education materials.
23. Inventory and maintain stock of brochures, pamphlets, flyers, and other handouts and maintain environmental education materials, equipment and supplies.
24. Independently staff information desks in visitor center or contact stations, providing interpretive and orientation information to the public.
25. Defuse potentially stressful interactions with public by reading body language and other non-verbal, visual cues.
26. Work in partnership with cooperating associations (non-governmental non-profit organizations) to provide educational materials to visiting public.
27. Operate computerized cash register (point of sale) to correctly make sales.
28. Reconcile daily income journal (daily sales) and follow close-out procedures.
29. Update informational/educational exhibits and maintain bulletin boards.
30. Perform opening and closing operations for a business or Visitor Center.

31. Process mail and email requests and phone messages to provide comprehensive information in response to informational requests.

32. Disseminate general refuge information and provide orientation about refuge services or activities and other information of interest to the public.

33. Provide information on applicable rules, regulations, refuge policies, requirements, safety information, and methods for responsible recreation.

34. Read and respond to email communications, and/or access the Internet to obtain information.

35. Use of PowerPoint or other software to create a presentation.

36. Research scientific, technical, and/or historical sources to develop information and educational programs for diverse audiences.

37. Brief management and other superiors on the progress of assigned projects.

38. Conduct basic research for the presentation of interpretive programs and materials on natural resource themes (climate change, water issues, land use, etc.) which reflect current information and multiple viewpoints.

39. Serve as a front-line representative of an organization to greet customers and answer questions, provide direction to, information on, and orientation regarding services or activities of interest to the public.

40. Present original interpretative talks, guided tours, briefings, and/or lectures to various audiences to inform or educate.

41. Write letters, reports, program/presentation outlines, or other documents for information purposes.

42. Provide information to the public about cultural, historical or natural science oriented topics to answer questions, stimulate their interest and appreciation.

I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

Applicant signature

Date