



U.S. Fish & Wildlife Service
Sacramento NWR Complex



Position Title: Hunt Program Assistant Volunteer/Intern
California Waterfowl Association (CWA) Employee

Supervisor: Visitor Service Specialist (Hunt Coordinator)

Objective: The hunt program assistant (assistant) is a representative of CWA and U.S. Fish & Wildlife Service (USFWS) and responsible for assisting the visitor services specialist in maintaining the hunt area including signs, kiosks, check stations, etc. All of these resources assist visitors in their enjoyment and understanding of the Sacramento National Wildlife Refuge Complex's management of its natural resources. The assistant will be a paid CWA employee and a USFWS volunteer.

Duties: The assistant will work on-site at the Sacramento National Wildlife Refuge Complex assisting staff in daily visitor services hunting maintenance operations. The intern will assist in cleaning, weeding, painting, upkeep of signage and kiosks, maintaining hunt area blinds, hunting interpretive information and various other duties as needed. This position begins August 1, 2018 and can go as late as February 8, 2019 for a maximum of 40 work days. Ideally, the applicant would work 1-3 days a week with most activity in August.

Duty Station: Sacramento NWR, Willows, CA (Glenn County)

Qualifications:

- Ability to clearly understand the purpose of the refuge, its wildlife and visitor services programs, the National Wildlife Refuge System and the location of the refuge lands.
- A desire to treat service as a serious responsibility.
- Knowledge of waterfowl hunting is desired.
- Completing or possesses a bachelor's degree in recreation planning, environmental education, natural resources management or a related field is preferred.
- An interest and ability to perform physically active work and have an interest or background in working on hunting and maintenance-type projects.
- Ability to work in the field with possible exposure to ticks, stinging insects, poison oak, and inclement weather conditions including hot or cold temperatures, walking on uneven ground, walk in water with waders, lift and bend. Must be able to lift at least 25 lbs., use a stepladder and perform physically active work.
- Complete training when needed, wear the refuge uniform properly and report to duty as scheduled.
- Takes initiative to complete job duties with diligence and excellence.
- Organized, motivated, flexible and able to complete tasks in a timely manner.
- Willingness to obtain basic knowledge and understanding of nature and common migratory birds that use the refuge.
- Ability to work effectively with people of various perspectives and temperaments. Have patience and tact with visitors—many visitors ask repetitive questions regarding the refuge and hunting.

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- Ability to work on a team, assisting staff and visitors whenever needed and approach duties with a positive attitude.
- Strong interpersonal communication and public speaking skills.
- Possess a valid driver's license and ability to drive U.S. Fish and Wildlife Service (FWS) vehicles including a 12 passenger van.
- Ability to operate computers for word processing and spreadsheets.
- Flexibility with variety of duties and daily plans.
- Able to pass a background check that includes fingerprinting and DMV check.
- Able to understand California Waterfowl Association's goals and mission and communicate to others about hunting.

Major Duties (Other duties may be assigned as needed)

Assist Refuge staff with a variety of work related to visitor services at the Complex. Specific projects may include:

Training

1. Complete orientation and training with CWA and USFWS staff.

Reporting/Internal Communications

1. Participate in public use weekly meetings at the refuge and other meetings as needed.
2. Record hours and activities at the end of each work day.
3. Assist staff with day-to-day office operations at the Complex.
4. Operate office machines such as computer, fax, laminator, copier and computer programs such as Microsoft Excel and Word.
5. Participate in weekly reports and monthly reports and weekly check-ins with CWA supervisor.
6. Submit bi-monthly timesheets for work pay to CWA on time and correctly.

Hunting Program

1. Collect and enter bird harvest information into database.
2. Assist hunt coordinator with facilitating the junior hunts.
3. Update hunter information kiosks.
4. Interact with hunters and check station staff at check stations.
5. Maintain hunt signs.
6. Clean and maintain disabled hunt blinds.

Vehicle and Facility Maintenance

1. Wash and clean interior and exterior of visitor service's vehicles weekly

Obligations:

- Assist the hunt coordinator in managing a successful hunt program for ~23,000 hunters annually.
- Complete the training needed to perform the assigned duties safely and efficiently. Follow all safety and health requirements including the use of personal protective equipment and instructions. Report unsafe conditions, concerns or close calls to your supervisor immediately.

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- Provide own transportation to and from the primary duty station. May drive government vehicle while working but must possess a valid state driver's license and follow all vehicle safety protocols including wearing a seat belt, not using a cell phone while driving and adhere to the 15 mph speed limit on refuge lands. Vehicle travel on the refuge is restricted to roads and levees unless other arrangements have been coordinated with refuge staff.
- Report for work on dates and times as agreed with your supervisor.
 - Work will be coordinated with the supervisor to determine exact locations and access routes to avoid conflicts with other projects/programs.
 - Tour of duty will be set with supervisor for 1-3 days per week and 8 hour work days (no federal holidays). Exact times will be set with supervisor after being hired.
 - The refuge reserves the right to change the interns work schedule in order to meet supervision needs and housing availability.
- Required to have a personal cell phone for emergencies and communication with supervisors.
- Use of the refuge is permitted only for authorized purposes and times.
- Willingness and flexibility to assist staff and visitors when needed.
- Work cooperatively as a member of the refuge team.
- Will conduct personal affairs in a manner that does not adversely affect CWA and USFWS or their own integrity, reputation or credibility.
- Will follow CWA employee handbook policies and regulations, provided upon hire.
- If using a government computer, interns will follow the Rules of Behavior for Network Resources and agree to the responsibilities, security measures and expected behavior outlined in that document. A failure to follow them can result in disciplinary action.
- Interns also help protect refuge resources and visitor safety by informing visitors of potential safety hazards, conducting programs in a safe and orderly manner, and reporting safety hazards and law-breaking to their supervisor or to law enforcement. Interns will not engage in law enforcement.
- Commitment to adhere to the USFWS and California Department of Fish and Wildlife conservation regulations.
- USFWS volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefits. However, volunteer service is creditable work experience.

Criteria for Dismissal:

The following can result in immediate dismissal:

- Missing a work period without prior notification or constant absenteeism.
- Not completing or following the qualifications or obligations above.
- Disrupting the effectiveness, quality or success of the refuge operations.
- Not following USFWS and/or refuge specific regulations (such as closed areas) without prior permission from a supervisor.
- Misuse of government property including vehicles, keys or use of closed areas.

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Salary/Term: \$12.50 per hour, 8-hour workday, including possible weekends.

Send Resume with a Cover Letter to:

Lora Haller • Visitor Services Manager • lora_haller@fws.gov • (530) 934-2801
Sacramento National Wildlife Refuge Complex
752 County Road 99W
Willows, CA 95988

Applications accepted May 1 – July 15 until position is filled. Qualified applicants will be contacted for an interview.