Park Ranger

Interior, US Fish & Wildlife Agency

3 vacancies in the following locations:
See below.

Work Schedule is Full Time – TEMPORARY SEASONAL

For Non-Competitive Consideration, Submit Application Materials No Later Than 1/2/2018

Series & Grade GS-0025-05

Salary $32,844 to $46,261 per year

Desired Start Date 5/1/2018

Supervisory Status No

USFWS Internal Reference Number RFS-18

Who May Apply
• Schedule A (persons with disabilities),
• Veterans special hiring authorities including VRA or 30% or more Disabled Veteran
• AmeriCorps VISTAs and Returned Peace Corps Volunteers (RPCV) who completed service in the past calendar year or have an extension based on qualifying events
• Direct Hire Authority
• Certain Military Spouses

Job Overview

Summary
You too can make a difference in our world. The work of the U.S. Fish and Wildlife Service is meaningful and varied. Want to know more about what it is like to work for us? Watch these short podcasts entitled Meet Your New Boss and Diversity is our Strength.

The incumbent serves as a Visitor Services Specialist at a National Wildlife Refuge, Refuge Complex, or Wetland Management District, assisting with the operations of the refuge's visitor services program. Work is directed towards providing the public with safe, accessible, and quality wildlife-dependent recreation opportunities (e.g., hunting, fishing, wildlife observation, wildlife photography, environmental education and interpretation) as described in the Refuge Improvement Act of 1997. Duties are associated with one or more of the visitor services specialty areas.

Who May Apply
At this time, only individuals with non-competitive hiring authorities may apply. Non-competitive authorities include individuals with qualifying conditions and documentation from the following:

• Schedule A (persons with disabilities),
• Veterans special hiring authorities including VRA or 30% or more Disabled Veteran
• AmeriCorps VISTAs who completed service in the past calendar year or have an extension based on qualifying events, or
• Returned Peace Corps Volunteers (RPCV) who completed service in the past calendar year or have an extension based on qualifying events.
• Direct Hire Authority
• Certain Military Spouses

The employee in this position serves as a full-time, temporary Park Ranger for the U.S. Fish and Wildlife Service, Region 6 in one of the following locations:
• Rocky Mountain Arsenal National Wildlife Refuge, Commerce City, CO (2 positions)
• Devils Lake National Wildlife Refuge/Wetland Management District, Sully Hills, ND

Responsibilities
The employee spends least 25 percent of the time performing one or a combination of the following duties:
• Interpretation: Develops and presents a variety of interpretive programs including orientation talks, conducted walks, and demonstrations to a variety of general public audiences or school groups. Initiates or assists with development or revision of interpretive materials, such as brochures, guidebooks, handouts, and exhibits. Operates a variety of audiovisual and other equipment used in connection with interpretive programs.
• Environmental Education: Prepares and conducts on- and off-site environmental education programs for a variety of audiences. Initiates or assists with development or revision of environmental education materials. Assists in conducting teacher training and orientation programs. Inventories and maintains stock of environmental education materials, equipment, and supplies.
• Volunteer Coordination: Assists with recruitment and training of candidates for a volunteer program and assists in developing volunteer work projects and schedules for visitor services. May assist in developing and scheduling work projects for program areas outside of visitor services. Monitors progress of volunteer projects and drafts volunteer job descriptions and other volunteer materials. Prepares monthly and yearly volunteer reports for review prior to submittal. Assists in planning for and recognizing volunteers through as events, meetings, and awards.
• Recreation Management: Assists with the management of wildlife-dependent recreation opportunities such as hunting, fishing, wildlife observation, wildlife photography, environmental education and/or interpretation as described in the Refuge Improvement Act of 1997 and with secondary recreational uses such as camping, picnicking, berry picking, boating, and horseback riding in support of one or more of the primary uses. Provides orientation, interpretive, and regulatory information relating to site specific regulations, hunting and fishing programs, and other visitor activities.
• Support Groups: Assists with maintaining working relationships with Friends organizations and other partners by attending a variety of events and functions, giving informative talks, and asking for volunteer or other assistance.
• **Communication/Media:** Communicates effectively with visitors and staff by writing or through interpretive activities that aid in implementing the refuge's outreach program. Drafts a variety of written materials including news releases, articles, correspondence, and event flyers to increase understanding of the Service mission, encourage attendance at or assistance with a special event, explain the goals and objectives of the refuge and its practices, or related issues.

• **Permits/Concessions:** Assists with issuing special permits for wildlife dependent recreation activities or other appropriate and compatible special events or activities.

• In addition, the employee may also perform the following duties:
  - Collects public use recreation fees such as boat launch, hunting, and fishing fees and sells entrance, weekly, annual and/or day use passes. Inventories, orders and maintains adequate collection supplies and information (fees payment envelopes, brochures, passes).
  - Staffs information desks in visitor center or contact stations, providing interpretive, and orientation information to the public. Serves as roving interpreter on trails and visitor use areas.
  - Monitors visitor facilities for safety, cleanliness, and accessibility; performs routine maintenance on visitor service facilities, and reports on or remedies obvious maintenance, health, and safety deficiencies. Assists with planning and designing visitor service facilities.
  - Protects refuge natural and cultural resources by observing conditions and reminding visitors to stay out of closed or restricted areas. Reports situations which may harm resources.
  - Follows practices appropriate to personal, visitor, and staff safety. Identifies and reports potential safety hazards to appropriate staff.
  - Administers basic first aid when necessary.
  - May operate passenger vehicles and light trucks, off-road vehicles such as all-terrain vehicles and snow machines, and small watercraft.

**How To Apply**

Please send resume and supporting qualification documentation for one of the above hiring authorities to fw6_dcr@fws.gov or fax to 303-236-3816 (Attn: Rachel McCracken) as soon as possible, but no later than January 2, 2018. Resumes and supporting documentation will be reviewed against position qualifications and, if deemed qualified, forwarded to the selecting official for consideration.

**Requirements**

**Conditions of Employment**

- Must be a U.S. Citizen or National
- Males born after 12-31-59 must be registered for Selective Service
- Resume and supporting documents (See How To Apply)
Suitability for employment, as determined by background investigation
Required to wear U.S. Fish & Wildlife Service uniform
Must possess a valid State driver's license.

Qualifications
To qualify at the GS-05 grade level, you must:
A. Have completed a four-year course of study leading to a bachelor's degree with major study (i.e. a minimum of 24 semester hours) in natural resource management, natural sciences, earth sciences, history, archeology, anthropology, park and recreation management, law enforcement/police science, social sciences, or other closely related subjects pertinent to the management and protection of natural and cultural resources; OR

B. Have at least one year of experience comparable to the GS-04 grade level in the federal service that demonstrates experience in technical, administrative, or scientific work, fish and wildlife management, recreation management, law enforcement, or other park-related work; OR

C. Have a combination of education and experience as described in A or B above. To combine education and experience, first take the number of semester hours (or equivalent) earned towards your degree and divide by 120 semester hours (or equivalent). Then take the number of months of full-time specialized experience (as described above) that you have and divide by 12 months. Add the two percentages. The total must equal at least 100 percent in order to qualify.

How You Will Be Evaluated
You will be evaluated for this job based on how well you meet the qualifications above.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):
- Knowledge of interpretive concepts and techniques using a variety of media and ability to convey effective interpretive messages. Excellent communication skills are required;
- Knowledge of the U.S. Fish and Wildlife Service, the National Wildlife Refuge System, the refuge mission and objectives, and the surrounding community to develop needs-based programs for wildlife-dependent recreation;
- Knowledge of Service and refuge policies, regulations, standards, and procedures applicable to the Volunteer and Visitor Services programs;
- Ability to train, influence and motivate volunteers to do work of value to the refuge;
- Knowledge of public outreach and communications tools and techniques;
- Skills in oral and written communication to plan and develop informative, interpretive, and educational materials and programs, and to explain the refuge mission and issues and its governing rules and regulations;
- Knowledge of traditional and current concepts of environmental education programming, and ability to prepare and present lessons to educate school classes and teachers about refuge resources and their conservation and management;
- Knowledge of a diverse range of outdoor facilities such as trails, visitor centers, campgrounds, and wayside exhibits and how they are adopted into an interpretive program.
Required Documents
The following required documentation must be submitted for non-competitive consideration:

- Resume tailored to the position. List all relevant experience (experience gained through jobs, school, volunteering, etc.).
- College Transcripts if qualifying based on education OR if there is a Basic Education Requirement for this position
- Schedule A Letter (persons with disabilities)
- DD Form 214 (Veterans)
- Veterans Preference Documents (Veterans)
- Certifying document of non-competitive eligibility status (RPCV and AmeriCorps VISTA alumni)

Contact

Rachel F. McCracken
Workforce Recruiter
Mountain-Prairie Region (Region 6)
U.S. Fish and Wildlife Service
134 Union Blvd. | Lakewood, CO 80228
fw6_dcr@fws.gov