



2009 Summer Seasonal Positions (Student Hires)

Death Valley National Park is currently seeking candidates for **two (2)** GS-4 Park Guides in the Division of Interpretation for the 2009 summer season. The remote location and extreme temperatures make this a challenging position, but this is a great opportunity for enthusiastic students seeking a position with the National Park Service. We are interested in hiring students through the Student Temporary Employment Program (STEP). To be eligible for STEP, you must be enrolled and in good standing as a half or full time student for the summer or fall semester. Applicants must be US Citizens and meet qualifications based on education or work experience. Minimum qualifications are at: <http://www.opm.gov/qualifications/Standards/IOs/gs0000/0090.HTM> A background investigation will be required. The National Park Service is an equal opportunity employer.

Duties: As a uniformed employee of the National Park Service, employees will serve as a front-line representative of the agency staffing the park's primary contact station, the Furnace Creek Visitor Center desk. Duties: Staffs visitor center information desk and provides information, orientation and informal interpretation of park resources. Conducts research to better understand park resources and significance. Advises visitors of park regulations and provides safety messages about extreme temperatures and remote locations. Processes information requests received via phone and e-mail. Other special projects will be available, depending on the interests of appointee and park needs. Visitation during the summer months is steady and largely comprised of international visitors. Foreign language skills are not necessary, but would be a plus.

Compensation and Housing: Pay rate is \$13.18/ hour. 40 hours per week. Dormitory style housing, with private bedrooms and shared bathrooms, is available.

Duration: Dates are somewhat flexible. Roughly late May to late August.

Location Information: Death Valley National Park (www.nps.gov/deva) is located in the Mojave Desert of southern Nevada and eastern California, approximately 120 west of Las Vegas, NV. At 3.4 million acres, Death Valley is largest national park in the lower 48 states. Renowned as the hottest and driest location in the United States, temperatures regularly exceed 120 degrees in the summer. Personal vehicles are required, as the closest full-service community (grocery shopping, retail stores) is located approximately 60 miles from Furnace Creek in Pahrump, NV.

How to Apply: Please mail a complete application package which includes the following: Resume with three references, transcripts listing all classes, proof of half or full time enrollment in an accredited university, and proof of good standing from the registrar's office. Mail completed applications to: Death Valley National Park, Attn: Human Resources-Summer Interp Positions, PO Box 579, Death Valley, CA 92328. ***Deadline:*** Applications must be received by April 11, 2009. See following page for helpful tips on applying for federal jobs.

Contacts: For information regarding job duties, housing, and area information contact: Justin Sochacki (Supervisory Park Ranger) at 760/786-3276 or (Justin_Sochacki@nps.gov). For information regarding applications, please contact Cheryl Adams-Henson at 760-786-3273.

While a one-page resume may be appropriate for private sector employment, it's *not* appropriate for Federal employment. Multiple-paged resumes are encouraged. The more relevant information about yourself you can provide the better your chances. Below is information to help you market yourself effectively to a Federal employer.

What is required in a Federal Resume?

- Name, mailing address, phone number (include a permanent home number and any temporary phone number), and if you have an e-mail address, include it;
- Pay range or grade you are willing to consider;
- Education (list names and addresses of schools attended, major(s), degree and year degree was attained);
- Are you a citizen of the United States?
- Other job qualifications, licenses, certificates, or relevant training;
- Work experience (see next section).

Work Experience

- Include all paid and non-paid experience to show your experience in these areas. Don't forget to include volunteer and other non-paid experience. For example, if you were the finance chair of your church's annual bazaar, you will have experience in planning a function, managing a budget, handling cash, and preparing financial reports. Don't underestimate your experience. Describe them in detail.
- For each work experience, include the salary, hours worked per week, and the specific dates you worked. (For example, use June 1, 1999 through September 15, 1999 instead of June 1999 through September 1999.)
- For each work experience, include your job title and information about your employer (name of business and address and the name and phone number of immediate supervisor). Include specific duties you performed.
- Don't forget to include honors, awards, or other recognition bestowed to you.
- Select individuals who know your work as references. As a courtesy, get their permission beforehand to list them on your resume.

Resume Writing Tips

- Use active verbs and check your sentence structure, spelling, and grammar;
- Be specific (do not generalize and do not use abbreviations);
- Describe your work, not the work of others;
- If possible, type your resume. If this is not possible, print legibly. Neatness, legibility, correct spelling and completeness count;
- If you are providing a copy of the resume, make sure it is a clear copy.