

EMPLOYMENT INFORMATION 2018



Sequoia Parks Conservancy
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SequoiaParksConservancy.org

- Sequoia & Kings Canyon National Parks
- Lake Kaweah

SEQUOIA PARKS CONSERVANCY (SPC) is the official educational and philanthropic 501.c.3 nonprofit partner of Sequoia and Kings Canyon National Parks (National Park Service) and Lake Kaweah (Army Corps of Engineers). **We are not a government agency.** SPC enriches visitor experiences, promotes public awareness of the significance of national parks through educational programs and publications, and raises money for park programs and projects.

SPC operates stores in visitor centers, publishes books; operates the Sequoia Field Institute (SFI) outdoor education programs, the Pear Lake backcountry ski hut, and interpretive tours of Crystal Cave; rents bear resistant food containers to backpackers, provides monetary support for ranger programs, visitor centers, exhibits, wildlife and natural resource protection, trails and facilities.

SEQUOIA & KINGS CANYON NATIONAL PARKS offer spectacular scenery, the world's largest trees, Sierra Nevada Mountains, abundant wildlife, brilliant wildflowers, waterfalls, and deep canyons. Park features include Kings River Canyon (one of country's deepest), General Sherman (world's largest tree), and Mt. Whitney (highest point in the continental United States).

PARTICIPATE IN THE ADVENTURE!

Spending a summer living and working in these national parks is an adventure. You may develop many friendships and have new experiences as you help us support these parks. We take our responsibility to these parks very seriously. Please do not apply if you are not serious about meeting the high SPC standards.

EMPLOYMENT BENEFITS - Seasonal employee benefits:

- ◆ 25% discount on SPC books and merchandise
- ◆ Free one year membership in SPC
- ◆ Free seminar and cave tour participation
- ◆ Discounts in most other national park visitor centers
- ◆ Annual merit increases and employee awards
- ◆ Paid sick leave



Most jobs are summer seasonal and employees do not receive medical insurance, retirement benefits, paid holidays, or vacation. Year round employees are eligible for a full benefit package and when job openings occur we often hire from among our summer staff.

EMPLOYMENT- We accept applications year-round but most positions are summer. Apply early to improve your chances. SPC employs up to 40 summer employees. We seek highly motivated individuals with a love of nature and parks. We serve over one million visitors annually. SPC maintains high standards for its staff. A background in education, teaching, biology, geology, or natural history is helpful. You must enjoy working with the public. We expect hard work, dedication, enthusiasm, professionalism, and teamwork. Most summer positions start in May and go into September, October, or November. A few positions start in April. Longer availability dates increase your chances of being hired. Re-hire status is based on completion of agreed upon work dates. Please indicate only those dates to which you can commit.

INSTRUCTIONS FOR COMPLETING APPLICATION

We perform reference and background checks. We will not consider applicants who provide inaccurate, incomplete, or illegible information. Handwritten applications must be in black or blue ink.

Due to large number of applications, we only contact applicants being considered for a position. Those under consideration will be called for an interview, either in-person or by phone. Interviews are generally in February-early March.

1. Read this 2-page information sheet carefully.
2. Do not apply if you cannot comply with employment requirements.
3. Fill out the 3-page application form. You **must** complete all sections even if attaching a resume. Do not write "see resume".
4. Sign the application.
5. **Write one-paragraph telling us why you want to work for us. No more than one paragraph.**(Application will not be considered without this)
6. Include a resume and reference letters, if available.
7. Mail or fax application and attachments to address listed above.

SUBMITTING APPLICATION BY EMAIL

1. Go to www.sequoiaparksconservancy.org - click "CONNECT" then "ABOUT" and "EMPLOYMENT". Complete the application form on your computer
2. To "sign" the forms, type your name on the signature line.
3. Save the forms on your computer and email as attachments to HR@SequoiaParks.org with the subject heading "SPC job application". You may attach a resume and reference letters.

Employees average 40 hours/week - but can vary. You must be willing to work less hours, overtime, weekends, holidays, and flexible schedules.

Summer employees do not receive vacation time nor should they expect extra time off.

Spending a summer in these parks is rewarding and enjoyable, *but it is not a vacation.* Please do not apply if you cannot comply with our requirements. We check references, verify application information, and perform a criminal records background check. You will be required to sign a background check consent form if we offer you a position. Some positions may require a complete background check through NPS.

TRANSPORTATION-Employees provide, at their own expense, transportation (including lodging, travel, & food costs) to get to the parks at the beginning of their employment and upon departure at end of their season. You are responsible for providing your own transportation to the job site. Vehicles are usually available to transport cave staff living at Lodgepole. Visitor Center staff at Lodgepole & Giant Forest will need to supply transportation to work.

BASIC EMPLOYMENT REQUIREMENTS

- ◆ Upon arrival, you must present a legal form of identification and proof of employment eligibility.
- ◆ Abide by our policies. Must be well groomed, wear a uniform/ nametag when required, and follow high appearance standards.
- ◆ Willingness to become familiar with features of these national parks. Willing to promote and "sell" SPC programs and products including soliciting membership and donations from park visitors.
- ◆ Pay all your own expenses in getting to the parks from your home and all travel expenses when your employment ends.
- ◆ Excellent verbal communication skills, basic computer skills, and cash handling experience.
- ◆ Cave employees must be able to drive our vehicles and have a valid driver's license and clean driving record. Applicants for a driving position must indicate moving violations, DUI, and accidents on application. We will make a copy of your driver's license and perform a DMV check.
- ◆ Ability to perform strenuous physical activities including work outdoors at mountain elevations. Cave employees work at a remote location requiring walking on a steep trail, carrying water, and utilizing a portable toilet.
- ◆ Employment is at-will. *Refer to at-will statement on application.*

SUMMER SEASONAL POSITIONS - Staff may be asked to perform duties in addition to regular responsibilities. Employees are required to talk to visitors about SPC programs including promoting membership. Most jobs start in April or early May and end in September thru November. *We cannot guarantee couples the same days off.* We have the right to terminate your employment early for any reason or without a reason without any additional compensation.

Naturalist – Conducts Cave tours for groups up to 50 people, designs programs, conducts scheduled walks, first-person living history interpretation, astronomy programs, family-friendly interpretive programs, operates Cave store, participates in special programs, some light maintenance/janitorial, including cleaning restrooms and trails. Staff utilizes our vehicles to get to work. Occasionally staff must drive their own vehicle. Must have valid driver's license and clean DMV record. Required to have, at a minimum, basic first aid/CPR and AED training. SPC may reimburse the course fee for basic training if taken after an employee is hired. **If an employee arrives without this training, it must be completed within 2 weeks of starting work** (we can assist with course arrangements). This position works evenings and weekends.

Visitor Center Associate – Sells merchandise, cave tickets, and assists the Park Service in answering visitor questions. Staff may assist with nature programs and activities. Work shift may start as early as 7 A.M. and closing shift until 8:00 P.M. ***Working weekends and holidays are required.***

Warehouse Clerk/Warehouse Driver - Clerical duties. Heavy lifting. Job is in the foothills near Three Rivers and employee must provide his/her own housing outside the park.

Pear Lake Caretaker/Interpreter (winter only- December through April depending on snow) - Maintains the Ski Hut. Requires: advanced backcountry skier, avalanche awareness, excellent physical condition, wilderness first responder or EMT, and equipment required.

Other Positions -Year-round and supervisory positions are generally filled from seasonal staff.

WAGES - 2018 starting pay: Visitor Center \$12.00. Naturalist \$13.75/hr. Warehouse \$12.00/hr. *Returning employees receive merit increase based on job performance. Pay, benefits, and job descriptions are subject to change.*

HOUSING AND FOOD - Housing costs are determined by the Park Service and may change. The cost of approximately \$300/month is deducted from your paycheck. Housing is furnished. Employees must supply food, cookware, linens, etc. Most employees at Lodgepole, Giant Forest and the cave may live in Park housing. This is a shared (two people per cabin) rustic accommodation. Cabins have a kitchen area. There is a separate shared restroom/shower facility nearby. You must be at least 18 years old to live in housing. You may also be asked to change housing assignments during the summer.

Housing is not available for spouses or children who are not employed by us or the Park Service. You may not keep a pet in employee housing. Although Park housing may be available for staff at Grant Grove, our employees may be required to find housing outside the park.

There is no cell phone service or internet in the parks.

Free WiFi at Grant Grove and Wuksachi is available at this time. There is an employee recreation room at Lodgepole housing that includes free Wi-Fi. There are no phones in housing.

There may be a limited number of spaces available for employees with RVs. One-way commute time from Three Rivers to Giant Forest is 45 to 60 minutes, and 90 to 120 minutes from Visalia.

If you do not require housing, please let us know on the application.

Foothills and Lake Kaweah staff must provide their own housing in local communities outside the park. Due to a large influx of seasonal staff, housing in Three Rivers may be difficult to find.

WORKING OUTDOORS Many of our jobs involve working outdoors. There are hazards working in nature that cannot be avoided. Bites from mosquitos and other insects may carry disease that affect humans. One such disease is the Zika Virus. We provide staff with safety information and insect repellent when appropriate on the job, but this is a hazard that cannot be completely avoided.

WORKING AT THE CAVE This is a remote rustic location. You will usually be transported in one of our vehicles, but occasionally you may be asked to drive your own car. It is a steep ½ mile trail to the cave. There are restrooms at the parking lot but none at the cave, where you may spend several hours a day. We provide personal disposable one-time use toilets and urinals (whennaturecalls.com).

Radon is a naturally occurring radioactive gas that emits from the earth. Although everyone is exposed to radon, it accumulates in closed areas. Homes with a basement, may for example, have higher levels of radon. Radon is higher in caves than in the outdoors. Exposure to large amounts of radon is known to increase possibility of lung cancer. Although there is no way to eliminate exposure to radon in Crystal Cave, SPC monitors radon levels and restricts the number of hours naturalists may spend inside the cave each season. Recent radon measurements are 8 to 10 times higher than the maximum level recommended inside a home.

Rocks occasionally fall onto the trail leading to the cave from surrounding cliffs. Although we try to minimize the risks from falling rocks, this is a natural area and the hazard cannot be eliminated. Rattlesnakes, bees, and bears may also be encountered.

Sequoia National Park is an area known for illegal growing of Marijuana. The Park Service monitors these activities and provides law enforcement for eradication of illegal activities. In recent years, these illegal activities have occasionally been detected within the watershed of Crystal Cave. The area around the Cave is watched by law enforcement, and while working at the cave is considered safe, potential employees need to be aware that these activities occur and the potential safety of the area can change at any time. The Park Service will close the cave if it is deemed unsafe for staff or visitors.

DRUG FREE WORKPLACE POLICY

SPC maintains a drug free workplace. The use or sale of controlled substances or illegal drugs while on duty, while in the workplace, prior to going on duty or going to the workplace is prohibited. Violation of this policy will result in disciplinary action up to and including termination of employment. Employees who report to work under the influence of illegal substances may be terminated for cause. The use of alcoholic beverages while on duty or prior to going to work is prohibited. SPC management will report to NPS law enforcement, any reasonable suspicion that an employee is under the influence of illicit drugs or alcohol when on the job. SPC management will report to NPS law enforcement, any reasonable suspicion that an employee is under the influence of illicit drugs within park housing. An arrest for use of illegal drugs or driving under the influence of alcohol when on the job, during a time period prior to work that would affect the ability of an employee to perform their job duties properly, within NPS employee housing or in violation of NPS or SPC drug free workplace policies will result in termination of employment.

ADDITIONAL INFORMATION

See our website at www.sequoiaparksconservancy.org.

For information on Sequoia & Kings Canyon National Parks, check out the Park Service web site at www.nps.gov/seki.



Employment Application 2018

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HR@SequoiaParks.org

PLEASE READ CAREFULLY. You must sign the application to be considered for employment.
Complete application in black or blue ink.

Include resume/letters of reference, if available. Please answer ALL questions. Resumes are not a substitute for a completed application.

IMPORTANT: On separate paper, please write one or two paragraphs explaining why you want to work for us. Print your name on the paper and attach it to your application. We will not consider your application without this. Due to the large number of applications we receive, we only contact applicants we are considering for employment. Those under consideration will be called for an in-person or phone interview.

PLEASE PRINT

_____ Date

_____ Last Name First Name Middle

Current Address:

_____ No. & Street City State Zip code

_____ Email Address Home Phone Cell Phone

Employment Desired:

Position applying for: _____

Dates available to work: From _____ to _____
(Rehire status is based on completion of your work agreement dates)

Are you applying for: Full Time Only Part Time Only Full or Part Time

How did you hear about us?

Conservancy website Social Media Job Fair Advertisement Industry Trade Publication Other
 Conservancy Employee (name) _____ NPS Employee (name) _____

Personal Information:

Are you at least 18 years of age? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?
 Yes No
If no, describe the functions that cannot be performed _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential duties. Hire may be subject to passing a medical examination and to skill and agility tests)

Have you ever worked for us or submitted an application? Yes No If yes, when? _____

Can you, upon employment, submit verification of your legal right to work in the U.S.? Yes No

Most positions require employees to commute to work. If hired, would you have a reliable means of transportation to and from work?
 Yes No

Certain positions require driving a company or park vehicle. Do you have a current valid driver's license? Yes No
If yes, do you have a clean driving record? Yes No If no, please explain: _____

Driver's License Number _____ State _____
If hired for a position requiring driving, we will require a copy of your license and we will perform a DMV records check prior to offering you a job.

Many employees live in park housing. Do you want to be considered for park housing? Yes No

If working at the Cave, Lodgepole, or Giant Forest, are you willing to find your own housing in Three Rivers if necessary? Yes No
If you intend to commute to work from outside the park, you must supply your own transportation.

Employment History:

During the last 10 years, have you been:

Terminated or asked to resign from any job? Yes No

Given the choice to resign rather than be terminated? Yes No

Resigned by mutual agreement because of a specific problem? Yes No

If you answered Yes to any of the above, please explain the circumstances of each occasion.

List all work experience starting with your most recent position.

Employment records will be verified.

MAY WE CONTACT YOUR CURRENT EMPLOYER? Yes No If no, why?

Company name		Type of business	Your title	
Address		Phone number with area code	Reason for leaving	
		Supervisor's title and name	Dates worked From _____ To _____	
	Average number of hours worked per week	Describe job duties and accomplishments		

Company name		Type of business	Your title	
Address		Phone number with area code	Reason for leaving	
		Supervisor's title and name	Dates worked From _____ To _____	
	Average number of hours worked per week	Describe job duties and accomplishments		

Company name		Type of business	Your title	
Address		Phone number with area code	Reason for leaving	
		Supervisor's title and name	Dates worked From _____ To _____	
	Average number of hours worked per week	Describe job duties and accomplishments		

Use additional sheets of paper to list other employment or volunteer work

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY. BY SUBMITTING THIS APPLICATION FOR EMPLOYMENT, YOU ARE ACKNOWLEDGING THE FOLLOWING:

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application, or on any document used to secure employment, including inaccurate driving record information, ability to perform essential job functions, or failure to comply with policies and job requirements shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ Initial

I hereby authorize Sequoia Parks Conservancy (SPC) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further authorize the references I have listed to disclose to the SPC any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release SPC, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure

_____ Initial

I understand and acknowledge, unless otherwise defined by applicable law, that any employment relationship with this organization is on an "at will" nature, which means that I may resign at any time and SPC may discharge me at any time with or without cause. I understand I am responsible for any and all travel and related costs incurred to get to the parks and to return home when my employment ends including early termination of employment. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the chairperson of the board of directors of SPC. I agree to vacate employee housing immediately upon termination of employment. I understand any job offer made to me will be made in writing and must be signed by the executive director of SPC or appointee. If employed by SPC, I agree to abide by all policies, procedures, employee handbooks, and requirements established by SPC and the National Park Service (NPS) and the Army Corps of Engineers (ACE). I understand soliciting Conservancy memberships from park visitors is a job requirement.

_____ Initial

I have read and understand the information that accompanied this employment application. I understand I will be required to read, acknowledge, and abide by an employee handbook and safety manual. I understand, if employed, I may be asked to perform duties or work hours/days other than normally required for the position. If employed, I agree to allow SPC to use any image of me for promotional or commercial purposes. I understand any product, artwork, written material, program, or project created by me as part of my employment is the property of SPC. I understand I must abide by SPC's Drug Free Workplace Policy, and if I am offered employment, I may be asked to pass a pre-employment drug test screening.

_____ Initial

If I am employed at the cave I understand the risks associated with higher than normal levels of Radon that is present in the cave as well as other natural hazards that can occur while working in a national park. If working outdoors I understand other natural hazards exist including disease from insect bites.

_____ Initial

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document for upon hire.

I have read this statement carefully.

Date _____ Signature _____

Sequoia Parks Conservancy will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

AN EQUAL OPPORTUNITY EMPLOYER - Sequoia Parks Conservancy, a non-profit, is an equal opportunity employer. We do not and will not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, genetic information, age, disability, marital status, or veteran's status. Information provided on this application will not be used for any discriminatory purpose.