

## EMPLOYMENT INFORMATION 2018



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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](http://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](mailto: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.*

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**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.

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## **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](http://www.sequoiaparksconservancy.org).

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