

Acadia National Park Seasonal Park Position Application information

JOB DESCRIPTION:

This job is located at the Maintenance Division on Rt. 3, in Acadia National Park. Main duties include entering invoices, processing paperwork and working with multiple people in the maintenance division as an office assistant. Pay is approximately \$11.45 per hour.

JOB REQUIREMENTS:

- 15 years or older
- Sophomore or Junior. Seniors will receive consideration. Applicants must be enrolled for school in the Fall of 2011.
- An accumulative of **6 months volunteer or work related experience**
- Dependable transportation to and from work
- Be available to work 5 days/week mid-June through August.

Application process

SUBMIT:

1. A Letter of Interest stating why you would like to work in Acadia National Park and why you are a good candidate for this position.
2. A resume which includes:
 - Education level
 - Volunteer and paid work experience, for each experience include:
 - A brief description of duties and responsibilities
 - The amount of time in months and hours per week.
 - Supervisors name and current contact information
 - Three references with contact information (Supervisors can count toward the three)

Applications are being accepted now. The position will be filled as soon as possible.

EMAIL TO: Keith.Johnston@nps.gov

OR SEND TO: Acadia National Park
School Student position
Attn: Keith Johnston, Chief of Maintenance
PO Box 177
Bar Harbor, ME 04609

OR HAND DELIVER TO: Park Headquarters on Eagle Lake Road, Bar Harbor

If after reading the commonly asked questions sheet, you have further questions about the job or the application process, call 288-8750

Commonly asked questions by Potential High School Students

See the position announcement sheet for information and description of the job requirements and application process.

In addition to meeting the requirements list on the announcement sheet, what other qualifications do I need for this job?

The purpose of this position is to provide work experience and exposure to the National Park Service. We are looking for students who want to gain valuable work experience and are perhaps interested in working for the National Park Service in the future or just curious to learn more about the agency and Acadia National Park.

Qualifications for this job includes being

- Friendly, a good communicator and enjoying talking to people
- Comfortable with a computer, data entry, organizing information and changing tasks daily or weekly
- Responsible and dependable
- Able to arrive to work on time and adhering to a work schedule
- Respectful of others, especially coworkers and supervisors
- Able to work in a professional setting
- A team player
- Willing and able to carefully follow instructions
- Able to learn quickly (operational procedures and new information throughout season)

What are other duties beyond working at a desk?

Although your primary duty is assisting with filing and data entry, you could assist with work on the trails; clean-up in a campground; work with the mechanics in the vehicle shop or run errands to pick up parts and supplies.

Are there opportunities to work with other divisions?

If students would like experience in another division they can contact the volunteer coordinator or the appropriate person in that division to volunteer beyond the scheduled paid hours. However, we will be providing opportunities for the student to attend programs and training opportunities as they are offered throughout the park.

Is there flexibility in the season time commitment?

This is a full-time commitment. Being able to work 8 hour days, Monday through Friday is required.

*If the student hired is a graduating senior then the fall schedule depends on his/her availability.

Is the work schedule flexible and can we have time off?

Students work 8 hours per day, 5 days per week. Employees can be scheduled to work any eight hour period within operating hours but typically it is from 7:00 a.m. – 3:30 p.m. Although time off may be requested on rare occasions, employees should not expect to be granted time off. Students may request to have particular days off; we will try to accommodate those requests.

Okay, so no vacation time, but what about conflicts with school activities and tests?

Leave time will be granted for special events. But requesting this type of leave can not be a recurring or frequent issue. Students who are heavily involved in other activities must seriously consider the time commitment required for this job.

Is it okay if I don't have my driver's license yet?

A valid driver's license is not required for the position, but ***dependable transportation is required***. If students do not have their own transportation, their parents must assure us that they will make sure the student can get to work on time and fulfill the required work hours.

Parents will always be contacted prior to a job offer to assure us that the student has their full support and they are aware of the level of commitment they are making to support the student in this job.

Do I need for a uniform?

Wearing an NPS uniform is not a requirement of the job.

What kind of training is provided?

Training is largely OJT – On the Job training. We will be sure that you feel comfortable and confident in carrying out your job and that you will continue to learn through the season. Orientation and overview to the job will be provided. To achieve this, we have a three-fold training process.

1. Before you start you will receive a packet that will give you information about the park and your duties.
2. You will work directly with a member of the maintenance division so you can continue asking questions and learn throughout the season. You will always work side-by-side with experienced people and receive assistance as needed.
3. You will be given the opportunity to work with different groups of people, attend training provided by multiple park disciplines for a broad exposure to Park management and maintenance.

Sounds like the Job for me. What's the next step?

Complete the instructions provided on the job application information sheet. Make sure all the required paperwork is submitted the park by the due date on the sheet.

We'll contact your parents and at least three supervisors and/or references you provided on your application. Please make sure you provide current contact information and have contacted these people so they will be expecting our call.

Who should I select as references?

Adults who know you well enough that they can provide an honest assessment of your qualifications. Anyone you list as a supervisor on your application will automatically be contacted as a reference.

What should I tell my references and supervisors?

Let them know what job you are applying for and give them an understanding of what we're looking for in the employee. Tell them they might be contacted within the first few weeks of March. Make sure they will be available during this time and that they feel comfortable supporting you and being able to give us honest answers.

Once we have a glowing report, we'll set up an interview time at your school.

What should I expect at the interview?

1. We'll make sure all your questions are answered and that you have a clear understanding of the job expectations and requirements.
2. We'll ask the following types of questions:
 - Tell us briefly about some of your hobbies or interests.
 - What interests you most about this position?
 - What do you think will be the most challenging part of the job?
 - What knowledge of the park do you already have?
 - What skills and talents do you feel you will bring to the job?
 - What do you hope to gain from this experience?
 - Do you have any career goals at this time?

After all applicants have been interviewed and reference check completed, a selection will be made. The parents will once again be contacted to ensure their support, and then the student will be contacted with an offer.

If you have further questions refer to the announcement sheet for contact information.

Good luck in your job pursuit and thank you for your interest in working for the National Park Service!