



**Are you interested in working in Southeast Alaska?** The Ketchikan-Misty Fiords Ranger District of the Tongass National Forest is currently outreaching for the following summer temporary positions. Applicants must be 18 years of age or older. Some of these positions may require background checks and/or drug testing. To apply for these vacancies go to [www.avuedigitalservices.com/](http://www.avuedigitalservices.com/). See attached instructions on how to apply online. We strongly encourage you to **call the contacts listed below** and thoroughly check your application before submitting it through AVUE. Please **apply before January 31<sup>st</sup>** if you want to be considered for these positions!

**Forestry Technician (Youth Conservation Corps); Duty Station – Ketchikan, AK; GS-0462-05 (1 position)**

- **Description:** Crew leader for a 4-member Youth Conservation Corps crew; trail, fisheries and wildlife projects
- **Vacancy announcement number:** OCRT-462-5-REC-DT or OCRT-462-5-TRAIL-DT
- **Contact name and phone number:** Jacob Hofman, 907-228-6221 or [jhofman@fs.fed.us](mailto:jhofman@fs.fed.us)

**Forestry Technician (Wilderness Ranger/Monitoring Program); Duty Station – Ketchikan, AK; GS-0462-04 (1 position)**

**Forestry Technician (Wilderness Ranger/Monitoring Program); Duty Station – Ketchikan, AK; GS-0462-05 (1 position)**

- **Description:** Visitor contact and conducting inventory and monitoring projects, including non-native plant, trail, campsite, and visitor use surveys. Includes working and camping in remote areas.
- **Vacancy announcement number:** OCRT-462-4-WLDN-DT or OCRT-462-4-REC-DT
- **Vacancy announcement number:** OCRT-462-5-WLDN-DT or OCRT-462-5-REC-DT
- **Contact name and phone number:** Jacob Hofman, 907-228-6221 or [jhofman@fs.fed.us](mailto:jhofman@fs.fed.us)

**Forestry Aid (Trails); Duty Station – Ketchikan, AK; GS-0462-03 (1-2 positions)**

**Forestry Technician (Trails); Duty Station – Ketchikan, AK; GS-0462-05/04 (3-4 positions)**

- **Description:** GS-3 is an entry level crew member, GS-4 is an experienced crew member, and GS-5 is a senior crew member/crew leader for trail construction and maintenance projects. Includes working and camping in remote areas while building and maintaining trails with hand tools. Work and travel can be arduous.
- **Vacancy announcement number for GS-3:** OCRT-462-3-GEN-DT
- **Vacancy announcement number for GS-4:** OCRT-462-4-TRAIL-DT
- **Vacancy announcement number for GS-5:** OCRT-462-5-TRAIL-DT
- **Contact name and phone number:** Clark Simpson, 907-228-4149 or [csimpson@fs.fed.us](mailto:csimpson@fs.fed.us)

**Forestry Technician (Trails); Duty Station – Ketchikan, AK; GS-0462-06 (1 position)**

- **Description:** Leads a 3-5 person trail crew working and camping in remote areas, organizes logistics for trail construction projects and handles personnel issues for seasonal employees. Work and travel can be arduous.
- **Vacancy announcement number:** OCRT-462-6-REC-DT
- **Contact name and phone number:** Clark Simpson, 907-228-4149 or [csimpson@fs.fed.us](mailto:csimpson@fs.fed.us)

**Forestry Technician (Cabins); Duty Station – Ketchikan, AK; GS-0462-05/04 (1 position)**

- **Description:** Crew member for cabin maintenance and construction tasks. Includes working and camping in remote areas.
- **Vacancy announcement number:** OCRT-462-4-REC-DT or OCRT-462-5-REC-DT
- **Contact name and phone number:** Clark Simpson, 907-228-4149 or [csimpson@fs.fed.us](mailto:csimpson@fs.fed.us)

**Forestry Technician (Recreation); Duty Station – Ketchikan, AK; GS-0462-05/04 (1 position)**

- **Description:** Maintenance and cleaning of campgrounds, recreation sites and facilities.
- **Vacancy announcement number:** OCRT-462-4-REC-DT or OCRT-462-5-REC-DT
- **Contact name and phone number:** Clark Simpson, 907-228-4149 or [csimpson@fs.fed.us](mailto:csimpson@fs.fed.us)

**Visitor Services Information Assistant; Duty Station – Ketchikan, AK; GS-1001-04 (1-3 positions)**

**Visitor Services Information Assistant; Duty Station – Ketchikan, AK; GS-1001-05 (1-3 positions)**

- **Description:** Works at the Southeast Alaska Discovery Center and provides visitors with information about the natural resources found within the Tongass Forest. GS-5 position includes conducting interpretive programs onboard cruise lines.
- **Vacancy announcement number:** OCRT-1001-4-VIS-DT
- **Vacancy announcement number:** OCRT-1001-5-VIS-DT
- **Contact name and phone number:** Leslie Swada, (907) 228-6247 or [lswada@fs.fed.us](mailto:lswada@fs.fed.us)

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## The Student Temporary Employment Program (STEP)

**Description:** Some of the positions listed above could be filled through the STEP program. This program is a seasonal, temporary employment opportunity for accepted and/or enrolled students. Hiring for STEP employees is **not** done through Avue Digital Services. If you are a student, please contact us for more information about the positions you are interested in and the hiring process.

- **Program Information:** For more about this program visit our website at [www.fs.fed.us/fsjobs/step.html](http://www.fs.fed.us/fsjobs/step.html)
- **Contact name and phone number for trails:** Clark Simpson, 907-228-4149 or [csimpson@fs.fed.us](mailto:csimpson@fs.fed.us)
- **Contact name and phone number for ranger/monitor:** Jacob Hofman, 907-228-6221 or [jhofman@fs.fed.us](mailto:jhofman@fs.fed.us)
- **Contact name and phone number for visitor information assistant:** Leslie Swada, (907) 228-6247 or [lswada@fs.fed.us](mailto:lswada@fs.fed.us)

## TIPS FOR VIEWING VACANCY ANNOUNCEMENTS AND APPLYING FOR JOBS

- US Forest Service temporary (seasonal) job announcements can be viewed at Avue Digital Services, [www.avuedigitalservices.com](http://www.avuedigitalservices.com).
- When the Avue Central web page opens select the “**Applicants**” button and then the “**Search for Jobs**” button located near the top of the screen.
- Once the page loads select the “**Search by Filters**” tab.
- Under “**Announcement Number**” enter the number that corresponds to the job you would like to apply to, and then select “**ADD.**”
- On the upper right side you should see the announcement appear under the “**Search Filters**” box. Select the “**Find Jobs**” button. Do not fill in anything else. These seasonal job announcements are continuously open and available nationwide, therefore the search can’t be narrowed down to a specific location or job category. If other search options are selected, the search may not yield any results. You will enter the specific job location of Ketchikan, AK later on during the application process.
- You should now see a page with a link to the job announcement. Select this link.
- This will take you to a description of the job. You will now need to create a profile and apply to the job online. This is done by selecting the “**New User Registration**” link under APPLY NOW for first time users. If you already have a profile in Avue you can select the “**Returning User Login**” link and apply for the job.

## Some important notes about the application process:

- Temporary open and continuous job announcements are generically described in AVUE. Contact the individuals listed with the position description in this document for detailed information about the job.
- ALL seasonal job applications must be completed using the web-based AVUE digital services, unless applying through the STEP program. A user account must be created to apply for jobs.
- When applying for jobs using AVUE you must select **Ketchikan, AK** as a desired duty station or your application will not show up on our list of applicants (remember these are nationwide job announcements).
- When multiple announcement numbers are listed we may hire from more than one applicant lists. Applicants are encouraged to apply for all announcement numbers listed for the position they are interested in.
- Ketchikan-Misty Fiords Ranger District typically pulls applications for their temporary hires by Late January/ Early February each season. **Applicants are encouraged to check with the listed contacts for current job status.**
- Because of the unique application process and the volume of applicants the Forest Service will not be contacting applicants who were not selected for a position. Applicants are encouraged to check with the listed contacts for current job status.