

**How to Apply for a Position  
at the Mendenhall Glacier Visitor Center  
or on the Tongass Marine Highway Interpretive Program**

For more information about these programs and positions visit <http://www.fs.fed.us/r10/tongass/districts/mendenhall/jobs.shtml> or contact the Assistant Director at (907) 789-6639.

**Step by step instructions:**

1. Go to <http://usajobs.gov/>
2. In the upper left hand corner enter:
3. TEMP-OCR-025-4-PARK for the GS-4 position or
4. TEMP-OCR-0025-05 PARK for the GS-5 position.
5. Click on search and you will go to the page for that job announcement.
6. Click on the title of "Park Ranger".
7. This takes you to a USA jobs website that has a position overview, duties, qualifications and other information. Review this information carefully, failing to follow the directions might mean you are not considered for a position. These announcements are nationwide and while they are generally accurate they do not reflect specific duties or expectations pertinent to these two programs. When ready to apply, go to the "Overview" tab and click on the link that reads in part "To obtain information about this position and to apply....."
8. This will take you to "AVUECENTRAL", the site where you apply for all USDA Forest Service positions.
9. You will need to register if you haven't already and enter all of your application information on the website. Read the directions closely and be thorough.
10. If you are qualifying based on education you must attach copies of your college transcripts.
11. You will also be asked a series of questions specific to the GS-4 or 5 position to determine if you qualify for that level. Make sure that your resume documents where you gained the experience you are claiming when you answer the questions. A computer qualifies you based on your answers but if you are tentatively selected for a position, a human resource specialist confirms your qualifications by reviewing your resume and other information provided.
12. When applying for the GS-0025-5 announcement there is a drop down list of specific locations, to apply for positions at the Mendenhall Glacier Visitor Center AND/OR the Tongass Marine Highway program select the Mendenhall Glacier Visitor Center location. For the GS-0025-4 announcement select "Juneau, AK".
13. Complete your application no later than January 31, 2010. A referral list will be requested that first week in February, if you have not applied by that date your name will not be on the list for consideration.

When you enter AVUE central via a USAJOBS announcement it automatically associates your application with that specific announcement. Once you have finished applying for the initial position, you can enter a reference code in the AVUE screen to apply for other positions. These reference codes are shown in the USAJOBS overview section and when you log into AVUE Central. The reference code for the GS-0025-4 position is WNPZN and for the 5 position, MLLNT.

**Other Information:**

- You may wish to apply for both the GS-4 and 5 level positions. If for some reason you do not qualify at the GS-5 level but do at the GS-4 you can be considered for a position at that level.
- The Mendenhall Glacier Visitor Center includes the center plus approximately the surrounding 40 acres as part of this highly visited area. The center is very busy, over the summer the center hosts over 400,000 cruise ship passengers and thousands of independent travelers. In a single day the center can see 5,000 visitors. By one calculation each staff member “connects” however briefly, with some 30,000 people. If you like people and like to talk, this is the job for you.
- The Mendenhall is also a black bear viewing area. Spring training will include bear behavior, bear hazing protocols and use of bear spray. If you feel apprehensive about working among “people habituated” black bears, you should. Some interactions are close at five to ten feet between you and the bear. Carrying bear spray is a mandatory requirement; all staff participate in bear management activities. If you absolutely know you do not want to work in and amongst black bears, this isn’t the job for you.
- Once work schedules at the visitor center are established they usually remain the same for each employee. A specific employee may have to work weekends, evening, or morning shifts, and holidays depending upon the employee’s schedule.
- The Tongass Marine Highway program offers a unique schedule. Typically employees are on the ship for a week and work long ten to eleven hour days. One ship requires a two-week on, two week off schedule. If you don’t like to work long days, like to go home at night, this isn’t the job for you.
- Summer housing is available in government owned one and two bedroom apartments. Typically employees share a bedroom and apartment with other employees of the same gender. There is a per night rental cost, each year the cost is adjusted but generally two bedroom apartments run about \$370 per month for each employee. For one-bedroom apartments it is higher at \$570 per month each. The rental includes heat, lights, refuse service, cable TV, access to free washers and dryers and a phone for local or credit card calls.
- Both the Mendenhall and Marine Highway programs require wearing the USDA Forest Service uniform.
- Work at the Mendenhall includes long work shifts outdoors throughout the complex. It will be cool and wet.
- Two to three weeks of training is provided prior to the season starting.
- Part time positions with a minimum of 16 hours a week are also available. Apply just as you would for a full time position and contact the Assistant Director of your interest in part time work.

**Questions? Concerns?**

If you have any questions or concerns about anything associated with these positions, contact the Assistant Director at (907) 789-6639.