



United States Department of the Interior

NATIONAL PARK SERVICE
JEWEL CAVE NATIONAL MONUMENT
CUSTER, SOUTH DAKOTA 57730

IN REPLY REFER TO:

DATE: January 8, 2009
TO: College and University Faculty and Placement Offices
FROM: Jewel Cave National Monument
SUBJECT: 2009 Summer Seasonal Positions



This letter is being sent as a request for assistance, in relation to the summer seasonal hiring process at Jewel Cave National Monument. For many agencies, the late winter season signals the time period for applications, interviews, and selections. Somewhat "bucking" the system, Jewel Cave is taking the lead by distributing informational packets to colleges and universities across the country that have programs related to interpretive and educational services, resource management, park management, and other general park operation courses. Your institution has been selected to receive one of the packets, either due to expressed interest from one of your current or former students or as a favored school with one of our past staff members.

If you are not familiar with Jewel Cave National Monument, the site is located in western South Dakota in the beautiful Black Hills. The monument showcases some of the most significant cave resources of any site within the National Park Service. It is well-known by park enthusiasts across America for its beautiful display of rare and pristine cave formations, and its rich heritage leaves visitors with lasting impressions of preservation and protection. Perhaps most inspiring, at nearly 145 miles, Jewel Cave is the second longest cave in the world.

Literally on top of this underground wilderness lies a ponderosa pine forest that houses an assortment of plant and wildlife species. To immerse visitors into this pool of natural beauty, there are two nature trails that wind their way through the surface features. As one can imagine, the recreational activity combines with a sense of wildness, captivating hikers with scenic views of limestone bluffs, open meadows, canyon-like settings, and displays of wildland fire scars. To say the least, Jewel Cave National Monument highlights natural and cultural diversity at their finest expectations.

This same philosophy holds true with its seasonal positions. There is an assortment of positions available for the upcoming summer months, and each position plays a critical role in the overall management efforts of the site. Ranging from interpretive and educational services to maintenance, from resource protection to fee collection, each seasonal staff member is part of a dynamic team of dedicated National Park Service employees. We welcome applications from all interested candidates and are actively seeking individuals that have a strong desire to work at one of the most unique national parks in America.

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If time permits within your class schedule, Jewel Cave would like to request that you distribute the enclosed informational flyers to prospective students. Obviously, if you are unable to "hand-out" materials, we would encourage you to post the enclosed materials in a location that will receive the most attention by interested students, department staff, etc. We realize that mid-January is a hectic time of year with new classes, new student rosters, and perhaps other higher priority personal and professional projects. For this reason, whatever publicity assistance you can provide would be greatly appreciated and admired.

Thank you for your attention with this request, and most importantly, best wishes for a rewarding and memorable New Year.

Sincerely,




Todd Suess
Superintendent

todd_suess@nps.gov
(605) 673-8302



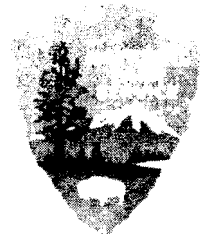
Bradley Block
Chief of Interpretation

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(605) 673-8330



Rene Ohms
Cave Management Technician

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(605) 673-8310



Jewel Cave National Monument

2009 Seasonal Position Opportunities

Positions: Park Ranger / Interpretation GS-0025-05
Park Guide / Interpretation GS-0090-04
Visitor Use Assistant / Interpretation GS-0303-03
Biological Science Technician / Resource Mgt. GS-0404-04
Biological Science Aid / Resource Mgt. GS-0404-03
Laborer / Maintenance WG-3502-03
Laborer / Maintenance WG-3502-02

Salary: GS-5 / \$14.74 per hour (Approximate)
GS-4 / \$13.18 per hour (Approximate)
GS-3 / \$11.74 per hour (Approximate)
WG-3 / \$12.32 per hour (Approximate)
WG-2 / \$11.11 per hour (Approximate)

Time Period: May – October (Starting and ending dates are negotiable)

Housing: Government housing is available on a first-come, first served basis.

Duties Vary by Position:

- Provide guided interpretive tours through Jewel Cave
- Provide an assortment of front-line presentations and activities for park visitors
 - Junior Ranger Program for kids ages 5-12 ...
 - Interpretive patio talks ...
 - Guided nature hikes ...
 - Roving interpretation ...
- Provide programs for special interest groups, clubs, or school groups
- Compose and design interpretive panels and/or educational brochures
- Serve as a primary visitor contact, providing site information and regional orientation
- Perform cave ticket sales and related customer service
- Assist with resource protection and preservation
 - Noxious weed removal ...
 - Cave debris removal ...
 - Cave monitoring and research ...
- Assist with construction projects to enhance existing visitor services
- Conduct grounds maintenance tasks
- Provide custodial services for interior and exterior park facilities

Application Options for Students

- As a student, you have the opportunity to enhance your personal and professional skills through a seasonal position with the National Park Service. Simply select the application process listed below that complements your situation. If you have any questions or concerns, feel free to contact one of the hiring authorities listed below.

STEP Program (Student Temporary Employment Program)

This hiring program is geared toward students enrolled in a university or college and registered for at least ½ time credit for the semester following employment. The application process simply requires the submission of a detailed personal resume and cover letter, which includes an official transcript and verification from the school in relation to academic good standing and course load. The required materials (single or duplicate) should be mailed in hard copy form to the appropriate contact listed below, in order to be considered for the desired position(s).

NOTE: There are three consecutive deadlines associated with this application method: January 21, February 6, and February 18. Applicants will be considered for selections according to their met deadline date. However, it is suggested that interested applicants submit their associated materials "sooner" than "later" for the best potential of being considered.

NOTE: A graduated student is not eligible for the STEP Program, unless continuing onto another degree.

Online Applications / National Park Service (USA Jobs)

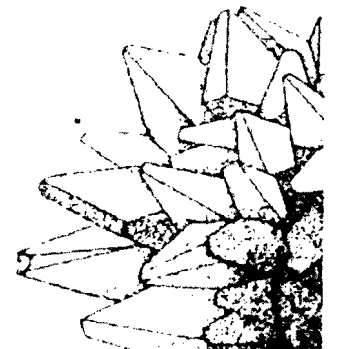
This hiring program is open for any interested applicants (meeting specific qualifications), regardless of educational background and/or enrollment standing. Positions are typically announced in mid-late January. All required information needed is found online at www.usajobs.opm.gov. Once you enter the USA Jobs website, select the search option and type **Jewel Cave National Monument** to narrow your position selections. Applicants will need to complete a resume or application and questionnaire related to a self assessment of qualifications and previous experiences. Once ranked by the Human Resources Office, names of qualified candidates will be submitted to Jewel Cave for a possible interview.

NOTE: Please pay close attention to the deadline associated with the preferred position vacancy(ies).

For more information:

Todd Suess / Superintendent ~ (605) 673-8302 / todd_suess@nps.gov
Bradley Block / Chief of Interpretation ~ (605) 673-8330 / bradley_block@nps.gov
Rene Ohms / Cave Management Technician ~ (605) 673-8310 / rene_ohms@nps.gov

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The National Park Service is an Equal Opportunity Employer. Selection for positions will be made solely on the basis of merit, fitness and qualifications without regard to race, gender, sexual orientation, color, creed, age, marital status, national origins, non-disqualifying handicap conditions, or any other non-merit factor.