

**Sitka Tribe of Alaska  
Job Description**

**Sitka National Historical Park Seasonal Ranger**

---

<b>Benefits:</b> No	<b>Salary Range:</b> \$18 - \$22/Hour
<b>Department:</b> Cultural Resources	<b>Hours:</b> TBD
<b>Reports to:</b> STA SNHP Operations Lead	<b>Effective Date:</b> April 16, 2018
<b>Prepared By:</b> STA SNHP Operations Lead	<b>Approved By:</b> General Manager

---

**I. SUMMARY**

The Sitka National Historical Park (SNHP) Seasonal Ranger is a key member of Sitka Tribe of Alaska (STA) and the National Park Service’s (NPS) SNHP Interpretation, Education and Volunteer unit, and performs a wide variety of tasks associated with use and management of SNHP resources.

The purpose of the Seasonal Ranger position is to supplement the permanent park ranger workforce by performing duties designed to (1) facilitate visitor understanding of the park and its resources, (2) facilitate visitor enjoyment of the park and its resources, (3) facilitate and induce visitor behavior consistent with resource protection and to gain friendly compliance with the laws and rules for safe use of the park and its resources, (4) encourage visitors to develop a sense of stewardship for park resources, and (5) facilitate an accurate understating of Tlingit and other Alaska Native peoples, cultures, and history.

Assignments are made by the STA SNHP Operations Lead based on expected objectives. The SNHP Seasonal Ranger uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. Work is reviewed for adequacy of presentation or handling of visitor problems. Procedures for doing the work have been established and a number of specific guidelines and resources are available. The SNHP Seasonal Ranger uses judgment in locating and selecting the most appropriate guidelines, references, and procedures based on SNHP rules, regulations, and goals.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conducts basic research of topics for the purpose of providing interpretive programs, both orally and/or in writing,
- Presents a variety of formal and informal programs including orientation talks, environmental education program, conducted walks, demonstrations and campfire programs.
- Inform visitors about SNHP facilities, resources and history. Duties are performed on- and off-site locations such as the Visitor Center, auditoriums, the Russian Bishops House

and other historical sites.

- Learns park resources by reviewing published maps, park and other research materials, other materials previously prepared by SNHP staff, and by talking with park staff and community members.
- Provides assistance in connection with one-time or annual celebrations and other community events.
- Operates a variety of audiovisual and other equipment used in connection with interpretive material such as projectors, audio and/or video equipment.
- As assigned, performs various administrative duties such as compilation of visitor data, administering of visitor surveys and questionnaires, and Ak Geo Gift Shop collections, and donation remittance.
- As assigned, serve as a member of the all-risk operations e.g. search and rescue. and performs emergency medical services.

### **III. MINIMUM REQUIREMENTS**

#### **A. Education and Experience**

- Bachelor's Degree in relevant field from accredited University or College **OR** High school graduate and requisite professional experience, knowledge and skills listed above.

#### **B. Knowledge, Skills and Abilities**

- Knowledge of the natural and cultural resources of SNHP and Sitka.
- Knowledge of Tlingit and/or Alaska Native peoples, culture, arts and history.
- Specialized Tlingit and/or Alaska Native traditional knowledge.
- Knowledge of the tools and techniques of communication, including knowledge of principles of interpretation, public speaking, and use of presentation media.
- Knowledge of a body of standardized rules, methods, procedures, and operating techniques in order to perform the full range of operations (or willingness to learn)
- Basic knowledge of Incident Command System (or willingness to learn), and basic knowledge and skills in providing emergency medical services.
- This position may require some physical activity, including periods of standing, walking over rough, uneven, rocky hazardous surfaces; driving vehicles, stooping, reaching, and lifting and carrying of moderately heavy boxes. Duties require the ability to climb stairs in the Russian Bishop's House National Historic Landmark.

#### **C. WORK ENVIRONMENT**

Work is performed indoors in the visitor center or Russian Bishops House, school classrooms and other community locations. The employee will also be required to deliver outdoor programs in the form of nature walks, garden programs, tidal flat programs, and outdoor programs that may be subject to weather and terrain variances.

The work involves extensive periods of standing and walking, in some cases over rough

surfaces or inclines, carrying backpacks, tools, rescue equipment, etc. The work is performed in settings in which there is regular and recurring exposure to moderate discomforts and unpleasantness e.g. high or low temperatures, confined spaces, adverse weather conditions, and low-light conditions.

#### **IV. PREFERENCE**

Tribal Citizen and Native Preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

#### **V. CRIMINAL BACKGROUND CHECK**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child.
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

In addition, the incumbent must pass a NPS Background Check for non-sensitive positions pursuant to Standard Form 85.

#### **VI. DRUG AND ALCOHOL-FREE WORKPLACE**

##### **Drug- and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.

**APPROVED:**

**RECEIVED:**

---

Lisa Gassman, General Manager

---

Anne Davis, Administrative Services Director

