MINIDOKA NATIONAL HISTORIC SITE
INTERNSHIP POSITION DESCRIPTION
RESOURCE INTERPRETATION AND PUBLIC USE
MANAGEMENT
(16 and 24 weeks)
Starting in April 2020

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INTRODUCTION

This is the position of an interpretive intern (intern) who performs a variety of tasks associated with the use and management of park resources. The purpose of the position is to supplement the permanent park ranger workforce by performing duties designed to (1) facilitate visitor understanding of park 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 (4) encourage visitors to develop a sense of stewardship for park resources.

This position description is generic in nature and is not intended to include every duty found at every park throughout the System. The grade controlling duties have been captured in the body of this position description and must comprise at least 80% of the duties of the incumbent. These core duties may be supplemented by duties contained in Appendix A by checking the appropriate boxes. Appendix A duties may not comprise more than 20% of the work of this position. Other duties may be locally described in Appendix A under “Other” as long as the total work assigned in Appendix A does not exceed 20%. References to “resources” include both natural and cultural resources.

DUTIES

The primary responsibility of this internship position is to provide front end visitor services to the public. The intern will assist in Visitor Center operations. This includes informing visitors about park facilities and resources; providing guided tours for school groups and the public; operating a variety of audiovisual and other equipment used in connection with interpretive materials; using a register to perform bookstore duties that requires handling money; and assisting with keeping the facilities clean by sweeping, wiping, organizing, etc. Duties are performed on or off-site at locations designated by the park, e.g. visitor center, schools, public libraries, etc. The intern will learn about park resources by reviewing published maps, park research materials, and other documents previously prepared by park rangers and other professionals and by talking with park staff. The intern will conduct basic research of topics for the purpose of providing interpretive programs, both orally and/or in writing, and may presents a variety of formal and informal programs including orientation talks, education programs, and tours. The intern will provide assistance in connection with one-time or annual celebrations related to the programs and themes of the park and assists in the operations of special events.

As assigned, the intern will perform various administrative and/or cultural resource duties, e.g., compilation of statistical data, assisting with acquisition of collection items, processing donor information, etc.

Factor I. Knowledge Required by the Position

Basic knowledge of the natural and cultural resources of the park to which assigned.
Knowledge of the tools and techniques of communication in the setting of the parks, including a basic knowledge of the principles of interpretation, public speaking, and use of presentation media.

**Factor 2. Supervisory Controls**

Assignments are made in terms of expected objectives. The intern 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.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Work is reviewed for adequacy of presentation or handling of visitor problems.

**Factor 3. Guidelines**

Procedures for doing the work have been established and a number of specific guidelines are available. Instructions on forms are usually self-explanatory. An occasional problem may not be specifically covered by guidelines.

The intern uses judgment in locating and selecting the most appropriate guidelines, references, and procedures based on individual park rules and regulations.

**Factor 4. Complexity**

The work includes various duties requiring the intern to perform related steps, processes, or methods. Decisions regarding what needs to be done require that the intern recognize the existence of and differences between a few easily recognizable situations.

**Factor 5. Scope and Effect**

The intern follows specific rules, regulations, or procedures as appropriate, under various conditions and requirements. Work products affect the acceptance of resource education by the visiting public.

**Factor 6. Personal Contacts**

Contacts are with members of the general public, as individuals or groups, in a moderately structured setting.

**Factor 7. Purpose of Contacts**

The primary purpose of the intern's personal contacts is to influence, inform, and motivate park visitors and others and to direct their use of the park in ways that will contribute to resource protection.

**Factor 8. Physical Demands**

The work involves extensive periods of standing and walking, in some cases over rough surfaces or inclines, carrying backpacks, tools, etc. Tours are conducted on uneven surfaces and is approximately 1.6 miles long.

**Factor 9. Work Environment**

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 or adverse weather.
conditions.
**Responsibilities**

40 hours a week = 5 days a week @ 8 hours per day (Fri, Sa, and Sun availability is a must)

Stipend approximately $14/hr

Summer Hours: 80-90% Visitor Center Operations, including Tours (depending on staff levels); 10% other duties assigned (Fri and Sun availability is a must)

Winter Hours: 40% of time is Visitor Center Operations (Fri-Sun); 60%

Research/Projects/Tours

**Visitor Center Operations:** The intern will have responsibilities to opening and closing the visitor center. This includes making sure that the building is ready for visitors, managing bookstore operations, making sure the till balances out each day we are open, providing information to the public, etc. During the winter season, we do not have janitorial staff, so there will be expectation to clean the kitchen, empty the trash, clean the bathroom, and clean the waysides on the trail. During the summer season, there will be janitorial staff to help keep the building clean for visitors and manage the waysides.

**Research:** In addition to conducting research for their tours, the intern will have opportunity to do research on approved topics to enhance the park’s understanding of the history of the site. This research maybe used for social media, online, exhibits, or just to have an informational file on the topic.

**Projects:** If funding and time allows, there are opportunity for project based programs to be developed, whether it is outreach to the public, or developing a new exhibit, or something entirely different that we have not thought of. Projects can include assisting the curator with accessioning objects into the collection and helping with their backlog.

**Computer Activities:** Completes work using available computer software programs such as word processing, desktop publishing, database management programs and others. Completes specific projects through the use of various software programs. The intern may use customized computer programs such as Re:Discovery.

**Education Program Support:** The intern may present, both on-site and off-site, curriculum- based education programs as assigned. This responsibility may include making necessary logistical arrangements and site reservations.

**Bookstore:** The intern will assist with and participate in bookstore activities, ensuring the accountability and security of receipts and deposits, and ensuring that record keeping is accurate. The work is carried out in compliance with park and unit standard operating procedures