



Scientists in Parks Program Supervisor / Mentor Orientation 2024-2025 Winter Season

June 6, 2024



SIP NPS Team



Kiersten Jarvis, NPS
SIP Program Manager



Chelsea Bitting, NPS
SIP Partnership Lead



Melanie Wood, NPS
SIP Financial Assistance Lead

Important Dates

Deadline for all SIP applications

June 16

SIP Offer Day

July 15

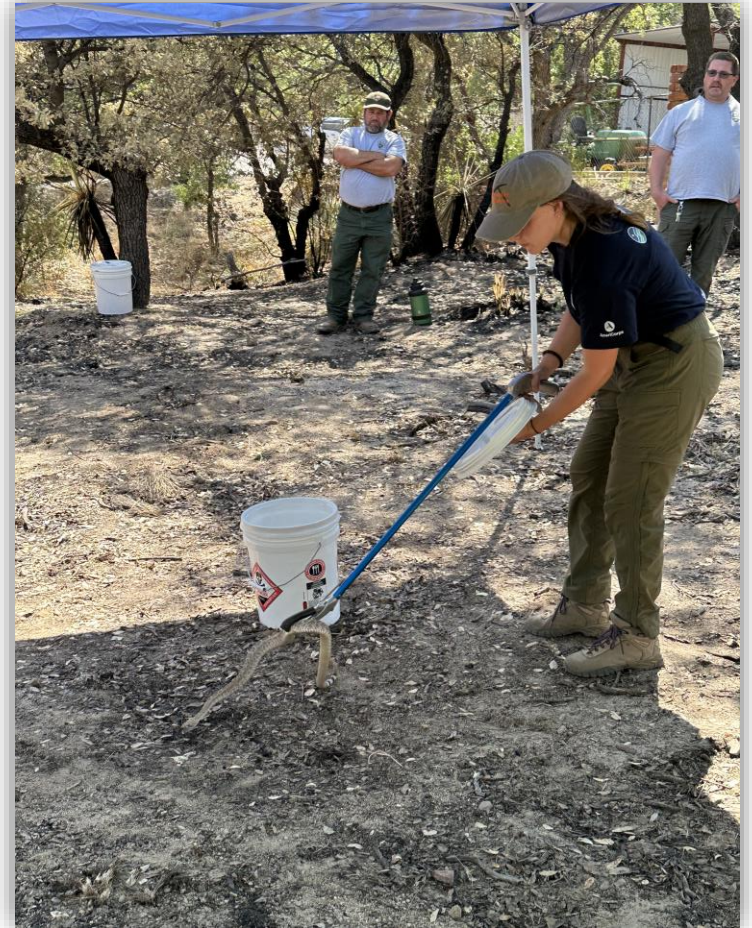
Input intern name and
information in SIP Portal

July 26

**Summer 2025 Call for Proposals
Opens September 2**

Your Responsibilities

- Initiate federal background investigation (NACI) and obtain PIV card at park's expense
- Request all necessary equipment and network access
- Provide necessary training
- Mentoring



Intern Bel Liscomb at Coronado National Memorial

Mentoring advice from former supervisors...

“Spend time with your intern - it will be better for your intern, your program, and your project.”

“Expose your intern to many things well beyond the scope you outlined and it will help to provide a broader perspective.”

“Check in on a regular basis and ask for feedback.”

“Expect great work, and prepare to mentor this individual to be a future colleague!”

Supervisor/Mentor Resources



Supervisor/Mentor Resources

WELCOME!

www.scientistsinparks.org
Password: mentor123

Welcome to the Scientists in Parks supervisor/mentor resource pages! The information included on these pages are important for you to review thoroughly. Below we will take you through the entire process of hosting an intern through the Scientists in Parks Program.



Step 1:
SIP proposal process



Step 2:
Intern selection and hiring



Step 3:
Intern onboarding and arrival



Step 4:
During service support



Step 5:
Exiting process and deliverables



Hiring Authorities

More information on the [SIP Internal website](#)

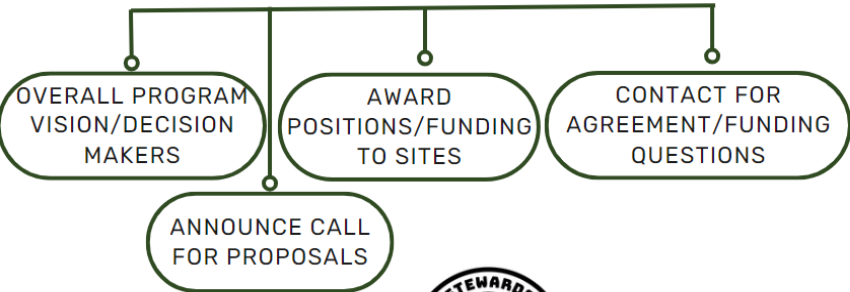
Public Lands Corps (PLC)

- Apply to USAJobs using non-competitive certificate of eligibility
- **18-30 years old (veterans up to 35)**
- 640 hrs of eligible PLC work
- 12-week SIP internship is 480 hrs toward PLC
- Valid 2 years after completion of internship

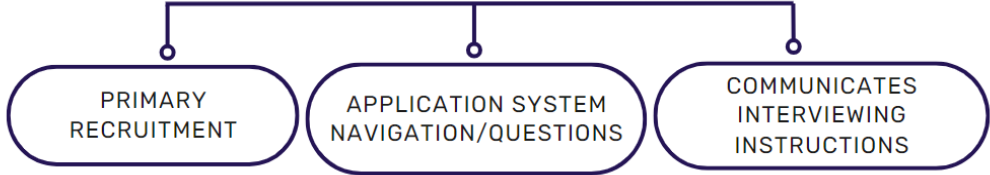
General Partner Structure



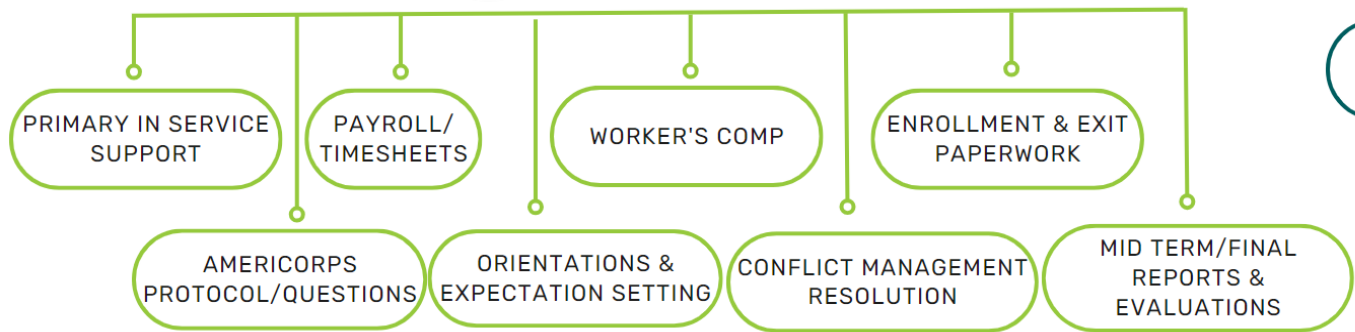
NPS SIP ADMIN



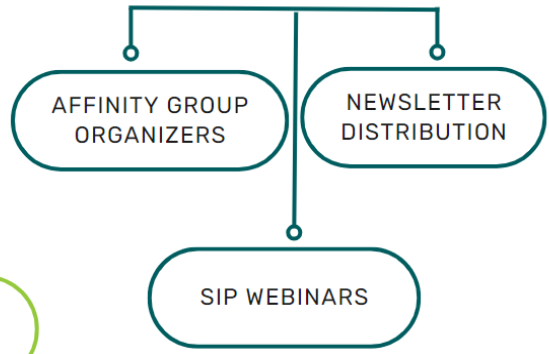
GEOLOGICAL SOCIETY OF AMERICA (GSA)



STEWARDS INDIVIDUAL PLACEMENTS



ECOLOGICAL SOCIETY OF AMERICA **esa**



Lead Partner- Stewards Individual Placements



EMMA SAVELY



**Program Director
Mancos, CO**

Oversees Stewards
Program Coordinators &
implements Programmatic
Procedures

GILLIAN WATSON



**Program Coordinator
TBD**

Supports MWR, ID, MT,
WY & CA
In service contact for
Intern & site mentor

ANDRE NGUYEN



**Program Coordinator
Myrtle Beach, SC**

Supports NER & SER
In service contact for
Intern & site mentor

ALI JONES



**Program Coordinator
Durango, CO**

Supports CO, AZ, UT &
AK
Contact for Intern &
site mentor

MORGAN EHMLING



**Program Coordinator
League City, TX**

Supports NM, TX, OK,
NV,OR, WA, a few CA
In service contact for
Intern & site mentor

SIP Intern Basic Requirements

- ❑ If required to drive, must pass a driving record search, have had license for 3 consecutive years OR be 21 years of age. If they pass, this allows Stewards to provide driver's liability insurance.
- ❑ SIPs must start at the beginning of the week (Sunday or Monday) and end on a Friday
- ❑ Must work a full-time schedule (35-40 hrs/week)
- ❑ SIPs must submit timesheets on a bi-weekly basis
- ❑ SIPs must complete mid-term reports, final reports, and submit final projects as requested by the Stewards Program Coordinators



Intern Molly Fisher at Cape Cod National Seashore

SIP Intern Benefits

- **Paid** natural resource science experience
 - \$ 565/week with park provided housing or \$665/week without park provided housing
 - \$400 or \$1050 relocation allowance for positions in Alaska OR Pacific Islands
- Mentoring from NPS supervisors/mentors
- Opportunities for professional development
- Sense of stewardship & connection to national parks
- Segal AmeriCorps Education Award
- Hours towards Public Lands Corps (PLC) Hiring Authority (if eligible)
 - Eligible interns are 30 and under or veterans 35 and under on the start date of the internship

Recruitment Partner

Geological Society of America



Lesley Petrie (she/her)
Boulder, CO

Education & Outreach Program Coordinator
GSA Center for Professional Excellence



Matt Dawson (he/him)
Boulder, CO

Assistant Director
GSA Center for Professional Excellence

*Contact for SIP Intern applicants and supervising NPS mentors
Questions during applications / application review process*

Next Steps: Interview and Selection

Action	Due Date
Applications available on the Breezy HR website	Within the week after Sunday, June 16
NPS supervisors/mentors review applications and conduct interviews	June 20 – July 12
SIP Offer Day: NPS supervisors/mentors (not Stewards) send notice of selection to top candidate for their position(s)	July 15- Do <u>not</u> send a notice of selection prior to this date
Candidates accept SIP positions; determine start & end dates with the participants	July 15 - 26
NPS supervisors/mentors submit their participant info via the NPS SIP Portal	July 26
NPS supervisors/mentors initiate a NACI and PIV card request for their SIP Intern(s)	ASAP after submitting intern information in the NPS SIP Portal
SIP positions start	On or after Sunday, October 6

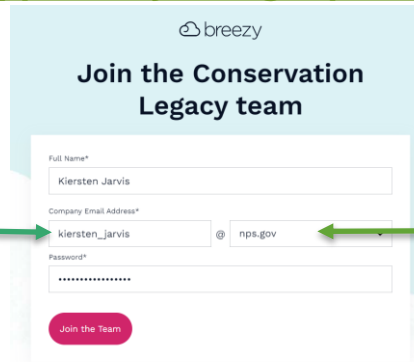
Application System: Account Setup

Application deadline for SIP Interns: **Sunday, 16 June**
(Positions are listed on <https://conservation-legacy.breezy.hr/>)

- **Step 1 (new users only): Create a Breezy HR account**
<https://app.breezy.hr/signup/conservation-legacy>

- You initiate account setup, not GSA
- Email verification step

Enter first part of your email address, i.e., "kiersten_jarvis"



The screenshot shows a web form titled "Join the Conservation Legacy team" from Breezy HR. It has three input fields: "Full Name*" with "Kiersten Jarvis", "Company Email Address*" with "kiersten_jarvis" and a dropdown menu showing "@ nps.gov", and "Password*" with masked characters. A pink "Join the Team" button is at the bottom.

- Enter full name
- Enter NPS email
- Create a password

Select the back half of your email address (email domain) from the dropdown (i.e., "nps.gov")

Video tutorial - [Setting Up an Account](#) (3:52 min.)

Upon your first login, My Dashboard will indicate you are not on a position team yet (normal)

- **Step 2 (new and returning users):** Wait to receive an email notice indicating you have been added to one or more hiring teams for SIP positions after the application deadline. *(This is a manual process for the SIP admin team that must take place after your Breezy account is setup. It may take a few hours to a few days).*

Reviewing Applications

- *Both* primary and secondary supervisors identified during the project proposal phase can create an account by default. If you need application access or assistance, please contact:

Lesley Petrie (sip@geosociety.org)

Access applications beginning the week after the application deadline:

<https://app.breezy.hr/signin>

Username = Email address provided during Breezy HR account setup

Password = Set up by user when creating an account

Helpful resources, how to use Breezy HR when viewing candidates:

Written Guide - [Breezy HR Guide for Scientists in Parks \(SIP\)](#)

Video Tutorial - [Quick Way to View Applications](#) (4:00 min.)

Video Tutorial - [Basic Navigation \(Home / My Dashboard\)](#) (4:00 min.)

Video Tutorial - [Viewing Applicant Lists in More Detail](#) (4:50 min.)

- Double check you are reviewing the correct applicant list for your position if you are on multiple hiring teams for SIP positions.
- Review applicant lists early after receiving access, and contact GSA at sip@geosociety.org with any questions or concerns

Engagement Team- Ecological Society of America

- ESA is lead partner for Engagement
- The main responsibility of ESA is to lead community-building activities and career development.
- Affinity Groups
 - Four groups for now, more if need arises
 - Interns are asked to join during onboarding
 - Groups are led by SIP interns
 - Biweekly or monthly meetings depending on the group
- Social Media
 - Please tag us!
 - We are happy to highlight your project and intern!
- The SIP SCOOP (Newsletter)
- Site Visits
- Travel Support to Professional Conference (ESA or GSA)
- SIP Webinars



Joey Moreno
sipengagement@esa.org

Supervisor / Mentor Roles & Responsibilities

- Promptly notify Stewards and NPS administrators with an opportunity to help resolve actual or potential problems
 - Stewards will work with you on a plan to mitigate the situation
- Review all provided resources from Stewards Program Coordinators
 - All resources are found [here](#)
- Ensure that SIP completes required AmeriCorps hours and reports as requested from Stewards. Please note- these are minimums and it's expected they exceed these hours.
 - 12 weeks- minimum 450 hours
 - 20 weeks – minimum 675 hours
 - 26 weeks – minimum 900 hours
 - 36 weeks- minimum 1200 hours
 - 52 weeks- minimum 1700 hours
- Set aside time for the intern to attend SIP webinars and other potential workshops such as Beyond Service Training Sessions
 - Stewards will send each intern a calendar invite when these sessions are taking place and ensure site supervisors are CC'd

Additional SIP Supervisor / Mentor Roles & Responsibilities

- Verify and sign intern's timesheet on a bi-weekly basis
 - Instructions will be included with Stewards Supervisor Orientation email sent from Stewards Program Coordinators 3-4 weeks prior to intern start date
- Work with your intern to provide time off. PTO instructions found [here](#) or on the resource pages 'during service' tab.

Position Length	PTO Hours Accrued
12 weeks	24 hours
20 weeks	40 hours
26 weeks	64 hours
36 weeks	112 hours
52 weeks	160 hours



Intern Maite Gato-Fuentes at Biscayne Bay National Park

Resources and Links



[SIP Public Website](#)

[SIP Internal Website \(supervisor/mentor resources\) \(pw: mentor123\)](#)

Youth Programs Division



NPS: <https://www.nps.gov/subjects/youthprograms/index.htm>

Facebook: <http://www.facebook.com/NPSYouth>

Geological Society of America – SIP



www.geosociety.org/sip

Facebook: <https://www.facebook.com/GeoCorps>

Stewards Individual Placements



<http://www.stewardslegacy.org/>

Facebook: <https://www.facebook.com/stewardslegacy/>

Ecological Society of America



<https://www.esa.org/>

SIP Social Media Accounts: [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [TikTok](#)



Key Program Contacts



SIP Program Questions: **GSA – Recruitment and Application System:**

Lesley Petrie

Education & Outreach Program Coordinator, GSA

sip@geosociety.org

(303) 357-1097



Kiersten Jarvis

Program Manager, NPS

kiersten_jarvis@nps.gov

Chelsea Bitting

Partnership Lead, NPS

chelsea_bitting@nps.gov

Melanie Wood

Financial Lead, NPS

melanie_wood@nps.gov

Stewards – Initial Enrollment of SIPs, Payments, Reports and Evaluations, Resolution of Issues:

Emma Savely- initial position confirmation, overall programmatic implementation, issues etc

Program Director, Stewards Individual Placements

emma@conservationlegacy.org

Ali Jones, Andre Nguyen, Morgan Ehmling, and Gillian Watson- main points of contact while SIP is in service

Program Coordinators, Stewards Individual Placements

ajones@conservationlegacy.org ; anguyen@conservationlegacy.org;

mehmling@conservationlegacy.org; gwatson@conservationlegacy.org



ESA – Engagement, Social Media, Affinity Groups

Joey Moreno

Program Assistant

sipengagement@esa.org





THANK YOU



National Park Service



Scientists in Parks