



# Scientists in Parks Program

## Supervisor / Mentor Orientation

### 2025-2026 Winter Season

September 25, 2025



# 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

**October 12**

SIP Offer Day

**November 17**

Input SIP name and information in SIP Portal

**December 5**

Earliest Start Date

**January 12**

**Summer 2026 Call for Proposals is OPEN until October 10**

# 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



# 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!

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.

[www.scientistsinparks.org](http://www.scientistsinparks.org)  
**Password: mentor123**



**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

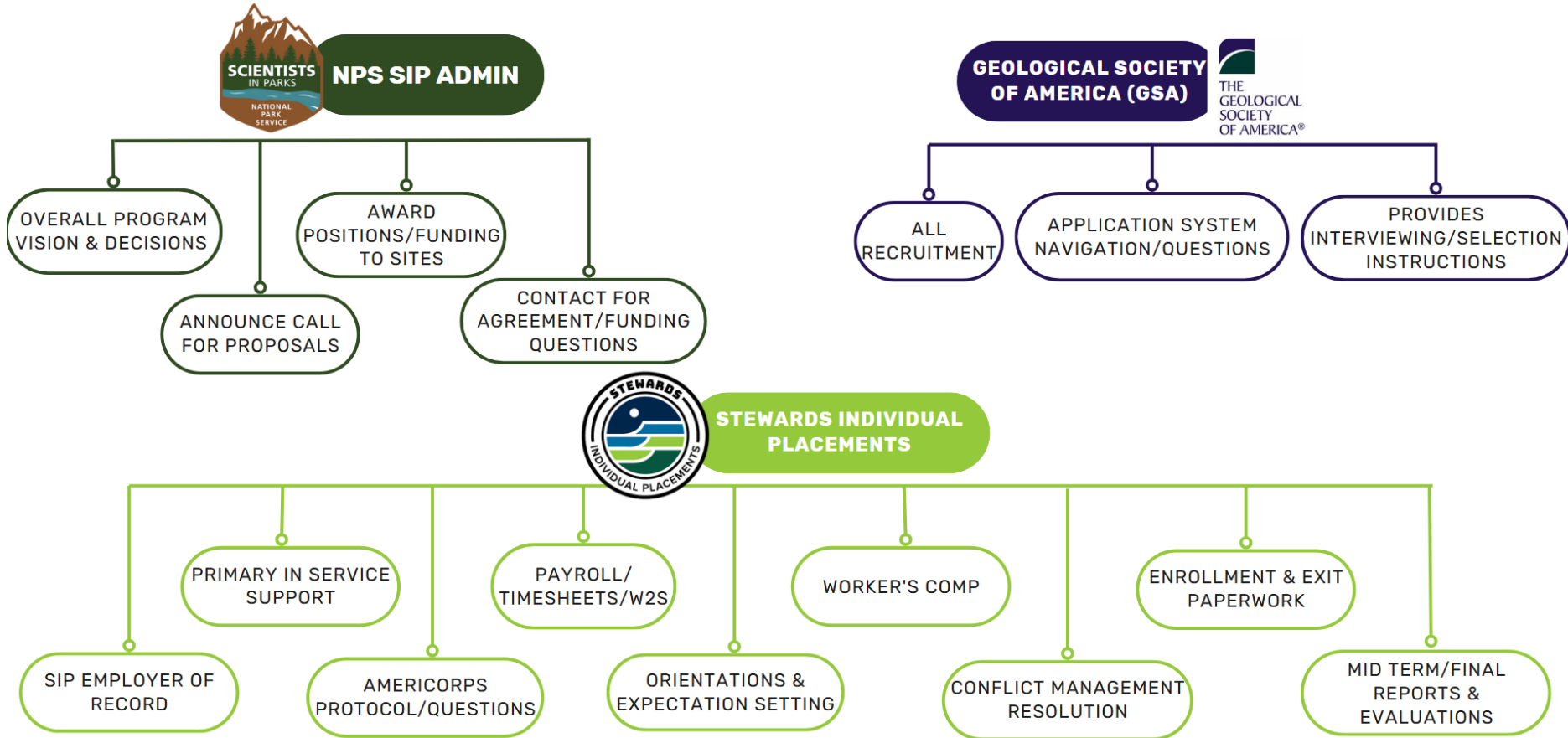
More information on the [SIP Internal website](#)

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## 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

# Partner Structure Overview





# STEWARDS INDIVIDUAL PLACEMENTS

A program of Conservation Legacy. Lead SIP Program Partner; Support After SIP Selection, During and After Service Support Team

**EMMA SAVELY**



**Program Director**  
**Mancos, CO**

Oversees Stewards  
Program Coordinators &  
Implements Programmatic  
Procedures

**ALI JONES**



**Program Coordinator**  
**Durango, CO**

Supports CO, AZ, UT &  
AK  
In service contact for  
SIP & site mentor

**ANDRE NGUYEN**



**Program Coordinator**  
**Myrtle Beach, SC**

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

**MORGAN HASSEY**



**Program Coordinator**  
**League City, TX**

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



**AmeriCorps**

**CONSERVATION  
LEGACY**

National Park Service



Scientists in Parks

# Program Updates

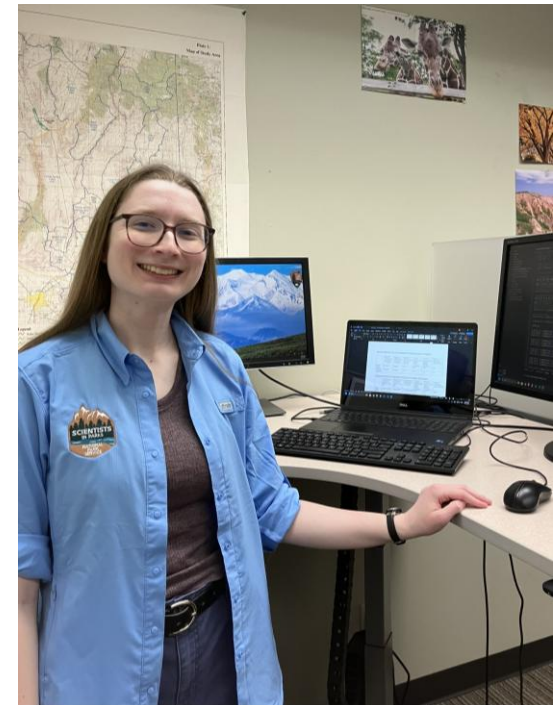
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- AmeriCorps Language
  - SIPs, Participants, or Members ✓
  - ~~Interns~~
  - Service, serve, participate, assist ✓
  - ~~Work (verb or noun)~~
- Follow EO orders
  - AmeriCorps
  - DOI/NPS
- No fully remote work
  - Commutable to service site
  - Able to participate in-person

# SIP Basic Requirements

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- ☐ If required to drive, must pass a driving record search which Stewards will conduct. If they pass, this allows Stewards to provide driver's liability insurance.
  - ☐ Minimum requirements to drive: have had license for 3 consecutive years OR be 21 years of age.
- ☐ 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



# SIP Benefits

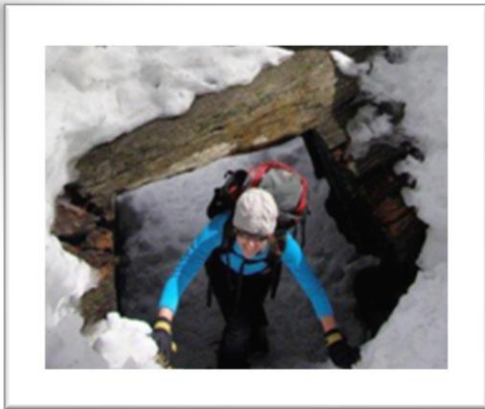
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- **Paid** natural resource science experience
  - \$ 600/week with park provided housing or \$700/week without park provided housing
  - \$400 or \$1050 relocation allowance for positions in Alaska OR Pacific Islands
- Mentoring from NPS supervisors/mentors
- 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 participants are 30 and under or veterans 35 and under on the start date of the internship

# Recruitment Partner

## Geological Society of America

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**Lesley Petrie**  
**Boulder, CO**

Education & Outreach Program Coordinator  
GSA Center for Professional Excellence



**Samira Rosario Martinez**  
**Boulder, CO**

CPE Program Coordinator  
GSA Center for Professional Excellence

*Contact for SIP 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, October 12                                        |
| NPS supervisors/mentors review applications and conduct interviews                                                           | October 15 – November 14                                                        |
| <b>SIP Offer Day:</b> NPS supervisors/mentors (not Stewards) send notice of selection to top candidate for their position(s) | <b>November 17: <u>Do not send</u></b> a notice of selection prior to this date |
| Candidates accept SIP positions; determine start & end dates with the participants                                           | November 17 – December 5                                                        |
| <b>NPS supervisors/mentors submit their participant info via the <a href="#">NPS SIP Portal</a></b>                          | <b>December 5</b>                                                               |
| 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 January 12                                                          |

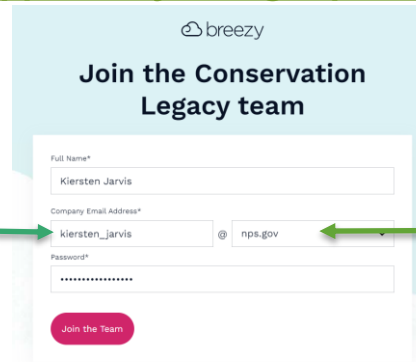
# Application System: Account Setup

Application deadline for SIP Interns: **Sunday, October 12**  
(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"



- 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

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- *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 and Samira Rosario Martinez ([sip@geosociety.org](mailto: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](mailto:sip@geosociety.org) with any questions or concerns

# Supervisor / Mentor Roles & Responsibilities

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- ☐ 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](#) (**website slide 7**)
  - Required supervisor orientation & link to review resources will be sent to you from one of the Stewards Program Coordinators 3-4 weeks prior to the SIP's start.
- ☐ Ensure that SIP completes required AmeriCorps hours and reports as requested from Stewards
  - ☐ 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 SIP to attend webinars and other potential workshops of interest such as Beyond Service Training Sessions
  - ☐ Stewards will send each SIP a notification when these sessions are taking place and ensure site supervisors are CC'd

# Additional SIP Supervisor / Mentor Roles & Responsibilities

- ❑ Verify and sign SIP's timesheet on a bi-weekly basis
  - ❑ Instructions will be included with Stewards Supervisor Orientation email
- ❑ Work with your intern to provide time off. Instructions found on SIP supervisor/mentor website 'during service' tab > timesheet approvals

| Position Length | Minimum Ed Award Hours | Time Off Hours Awarded |
|-----------------|------------------------|------------------------|
| 12 weeks        | 450 hours              | 28 hours               |
| 20 weeks        | 675 hours              | 40 hours               |
| 26 weeks        | 900 hours              | 64 hours               |
| 36 weeks        | 1200 hours             | 112 hours              |
| 52 weeks        | 1700 hours             | 160 hours              |



# Resources and Links

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[SIP Mentor Login](#)

[SIP Internal Website](#)



## Youth Programs Division

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

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



## Geological Society of America – SIP

GSA: [www.geosociety.org/sip](http://www.geosociety.org/sip)

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



## Stewards

[Supervisor Informational Resources](#)

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

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



# Key Program Contacts



## SIP Program Questions:

**Kiersten Jarvis**

*Program Manager, NPS*  
[kiersten\\_jarvis@nps.gov](mailto:kiersten_jarvis@nps.gov)

**Chelsea Bitting**

*Partnership Lead, NPS*  
[chelsea\\_bitting@nps.gov](mailto:chelsea_bitting@nps.gov)

**Melanie Wood**

*Financial Lead, NPS*  
[melanie\\_wood@nps.gov](mailto:melanie_wood@nps.gov)

## GSA – Recruitment and Application System:

**Lesley Petrie**

*Education & Outreach Program Coordinator, GSA*  
[sip@geosociety.org](mailto:sip@geosociety.org)  
(303) 357-1097

**Samira Rosario Martinez**

*CPE Program Coordinator, GSA*  
[sip@geosociety.org](mailto:sip@geosociety.org)

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

**Emma Savely** - initial position confirmation, programmatic implementation, issues, etc.

*Program Director, Stewards Individual Placements*  
[emma@conservationlegacy.org](mailto:emma@conservationlegacy.org)

**Ali Jones, Andre Nguyen, & Morgan Hassey** - main points of contact while SIP is in service

*Program Coordinators, Stewards Individual Placements*  
[ajones@conservationlegacy.org](mailto:ajones@conservationlegacy.org); [anguyen@conservationlegacy.org](mailto:anguyen@conservationlegacy.org);  
[mhassey@conservationlegacy.org](mailto:mhassey@conservationlegacy.org)



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