

# Scientists in Parks Program Supervisor / Mentor Orientation 2026 Summer Season

February 5, 2026



# SIP NPS Team



**Kiersten Jarvis, NPS**  
SIP Program Manager



**Chelsea Bitting, NPS**  
SIP Partnership Lead



**Melanie Wood, NPS**  
SIP Financial Assistance Lead

# Important Dates

**Winter 26/27 Call for Proposals  
Opens February 17**

Deadline for all SIP applications  
**February 15**

Account lines due in SIP Portal  
*(if applicable)*  
**February 27**

SIP Offer Day  
**March 16**

Input SIP's name and information  
in SIP Portal  
**March 27**

# Your Responsibilities

- ❑ Initiate federal background investigation (NACI) and obtain PIV card at park's expense

Information for the Background Clearance Initiation Request Form - Section III

- Company Employing Proposed Contractor/Partner/Non-Federal Personnel
  - *Conservation Legacy*
- Contract/Agreement Period of Performance (POP)
  - *Start 4/29/22 End 3/30/2027*
- Contract/Agreement Number
  - *P22AC00607*

- ❑ Request all necessary equipment and network access
- ❑ Provide necessary training
- ❑ Mentoring



# Mentoring advice from SIPs...

"It was really helpful to have standing check-ins with both my primary and secondary supervisor. I think having a team behind my mentor was a big part of the success of my experience"

"My mentor connected me with past SIPs when I accepted the position which was super useful, especially when finding housing"

"Make sure your SIP feels comfortable in park housing by outlining available resources and connecting them with other residents."

"My mentor included me on meetings for different projects and parks to help me see the extent of possibilities. Generally supporting SIPs by exposing them to new protocols, trainings, and opportunities is great for learning as much as possible."

"I liked how my mentor ran through the structure of our network and the NPS system during my first week. He also shared info about USAJobs, federal resumes, and how to interview well. I think this is extra important since SIP is supposed to be a gateway into the NPS."

"My mentor made sure I was prepared for my first time in the field by going over the nuances of the ecosystem I was working in, what to pack for the backcountry, and wilderness safety protocols."

"I wish my mentor was more aware of the logistics of the program; like how to sign up for health benefits, SNAP, submit timesheets and request per diems."

Pro tip:  
Bookmark our  
resources page,  
and get to know  
your program  
coordinator!

# Supervisor/Mentor Resources



## Supervisor/Mentor Resources

**WELCOME!**

[www.scientistsinparks.org](http://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 a participant through the Scientists in Parks Program.



**Step 1:**  
SIP proposal process



**Step 2:**  
SIP selection and hiring



**Step 3:**  
SIP onboarding and arrival



**Step 4:**  
During service support



**Step 5:**  
Exiting process and deliverables



# SIP Participant 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 Alaska, Pacific Islands, and Caribbean positions (received in their first paycheck)
- 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 SIPs are 30 and under or veterans 35 and under on the start date of the internship

[More about SIP Benefits here](#)



# Hiring Authorities

More information on the Supervisor/Mentor Resources page of the SIP public website

## Direct Hire Authority - Resource Assistant (DHA-RAI)

**Not currently available for Summer 2026**

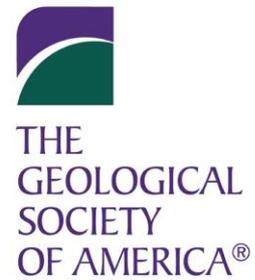
- Directly appoint candidate into permanent federal position for which they are qualified
- Currently enrolled in an undergraduate or graduate program and will graduate **after** the completion of the position
- Rigorous project that focuses on critical thinking and real-world problem solving
- Valid 2 years from date of graduation

## 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 position ~480 hours
- Valid 2 years after completion of internship

# Meet Our Partners!

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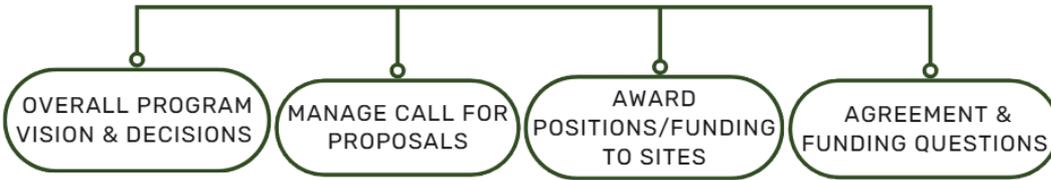


# Partner Structure Overview

## SIP PROGRAM ADMIN



### NPS SIP ADMIN



### GEOLOGICAL SOCIETY OF AMERICA (GSA)



### STEWARDS INDIVIDUAL PLACEMENTS



# Recruitment Partner

## Geological Society of America

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**Lesley Petrie (she/her)**  
**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 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, February 15
NPS supervisors/mentors review applications and conduct interviews	February 17 – March 13
<b>SIP Offer Day:</b> NPS supervisors/mentors (not Stewards) send notice of selection to top candidate for their position(s)	<b>March 16</b> - Do <u>not</u> send a notice of selection prior to this date
Candidates accept SIP positions; determine start & end dates with the participants	March 16 - 27
<b>NPS supervisors/mentors submit their participant info via the <a href="#">NPS SIP Portal</a></b>	<b>March 27</b>
NPS supervisors/mentors initiate a NACI and PIV card request for their SIP participant(s)	ASAP after submitting participant information in the NPS SIP Portal
SIP positions start	On or after Monday, May 4

# Application System: Account Setup

Application deadline for SIP: **Sunday, February 15**  
(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 registration form with the following fields and content:

- Header: breezy logo and "Join the Conservation Legacy team"
- Full Name\*: Kiersten Jarvis
- Company Email Address\*: kiersten\_jarvis @ nps.gov
- Password\*: [masked]
- Button: Join the Team

- 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



# 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 Reminders

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

# SIP 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.
- ❑ Positions must start at the beginning of the week (Sunday or Monday) and end on a Friday due to pay periods
- ❑ Full-time schedule (35-40 hrs/week)
- ❑ Submit timesheets on a bi-weekly basis
- ❑ Complete mid-term reports, final reports, and submit final projects as requested by the Stewards Program Coordinators



# Supervisor / Mentor Roles & Responsibilities

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□ Promptly notify Stewards and NPS administrators with an opportunity to help resolve actual or potential problems

□ Review all provided resources from Stewards Program Coordinators

- Shared from one of the Stewards Program Coordinators 3-4 weeks prior to SIP's start.
- If you want to review early- check out the supervisor resource webpage

□ Ensure that SIP completes required AmeriCorps hours and reports as requested from Stewards.

- Tracked in timesheet portal
- SIPs cannot leave early if they obtain the required minimum hours early

□ Allow time for SIP to attend:

- Welcome Calls during first 2 weeks of start- hosted by Stewards PCs, invite through email
- Other potential workshops like Conservation Legacy hosted *Beyond Service Training Sessions*

□ Invites sent through email or SIPs can register from their Member Resource webpage

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

# Additional Roles & Responsibilities

- Approve SIP's timesheet on a bi-weekly basis
  - Instructions are on supervisor webpage and will be directly linked in Stewards Supervisor Orientation email sent from Program Coordinators
- Work with your SIP 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 Public Website](#)  
[SIP Internal Website](#)  
[Supervisor Resource Webpage](#)



## 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

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## 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 Assistance 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 Evaluations, Resolution of Issues:

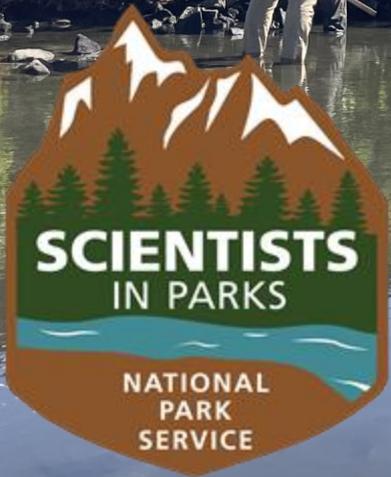
**Emma Savely** - initial position confirmation, programmatic implementation, issues, etc.

*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)





**THANK YOU**

