

Scientists in Parks Program Supervisor / Mentor Orientation 2025 Summer Season

January 16, 2025



SIP NPS Team



Kiersten Jarvis, NPS
SIP Program Manager



Chelsea Bitting, NPS
Partnership Lead



Sam Olivares-Mejia, NPS
Park Support Lead



Melanie Wood, NPS
SIP Financial Assistance Lead



Agenda

- Information for all SIP position types
- Breakout rooms to meet partners and receive details specific to your position type



Important Dates

**Winter 25/26 Call for Proposals
Opens February 14**

Deadline for all SIP applications
January 19

Account lines due in SIP Portal
(if applicable)
February 28

SIP Offer Day
March 3

Input intern name and information
in SIP Portal
March 14

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
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



Hiring Authorities

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

Direct Hire Authority –Resource Assistant (DHA-RAI)

- 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!

SIP



SIP Mosaics



Environment
for the Americas



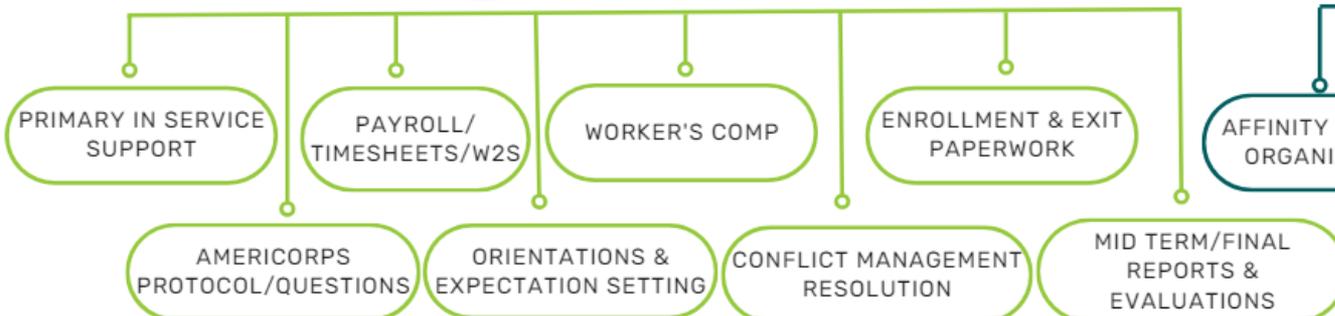
SIP PROGRAM ADMIN



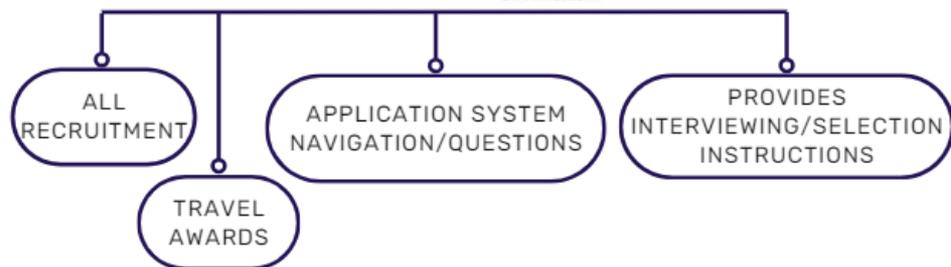
NPS SIP ADMIN



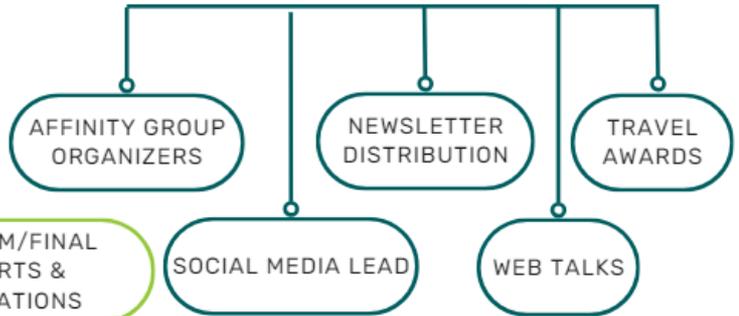
STEWARDS INDIVIDUAL PLACEMENTS



GEOLOGICAL SOCIETY OF AMERICA (GSA)



ECOLOGICAL SOCIETY OF AMERICA



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, January 19
NPS supervisors/mentors review applications and conduct interviews	January 22 – February 28
SIP Offer Day: NPS supervisors/mentors (not Stewards) send notice of selection to top candidate for their position(s)	March 3 - Do not send a notice of selection prior to this date
Candidates accept SIP positions; determine start & end dates with the participants	March 4 – 13 or 14
NPS supervisors/mentors submit their participant info via the NPS SIP Portal	March 14
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, May 4

Application System: Account Setup

Application deadline for SIP Interns: **Sunday, 19 January**
(Positions are listed on <https://conservation-legacy.breezy.hr/>)

- **Step 1 (new users only): Create a Breezy HR account**
<https://app.breezyv.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 for 'Join the Conservation Legacy team' on the Breezy platform. The form has three main input fields: 'Full Name*' with the value 'Kiersten Jarvis', 'Company Email Address*' with the value 'kiersten_jarvis@nps.gov', and 'Password*' with masked characters. A pink 'Join the Team' button is located at the bottom of the form. Two green arrows point from the surrounding text to the email address field, highlighting the 'kiersten_jarvis' and 'nps.gov' parts.

- 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

SIP 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

Lead Partner- Stewards Individual Placements



EMMA SAVELY



**Program Director
Mancos, CO**

Oversees Stewards
Program Coordinators &
Implements Programmatic
Procedures

GILLIAN WATSON



**Program Coordinator
Franklin, NC**

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

ANDRE NGUYEN



**Program Coordinator
Myrtle Beach, SC**

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

ALI JONES



**Program Coordinator
Durango, CO**

Supports CO, AZ, UT &
AK
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

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

- ❑ 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 new webpage
- ❑ Ensure that SIP completes required AmeriCorps hours and reports as requested from Stewards.
 - Tracked in timesheet portal
- ❑ Allow time for SIP to attend:
 - ❑ Welcome Calls during first 2 weeks of start- hosted by Stewards PCs, invite through email
 - ❑ Brown Bag Talks, Affinity Groups
 - ❑ Other potential workshops like Conservation Legacy hosted *Beyond Service Training Sessions*
 - ❑ *Invites sent through email*

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 new webpages and will be directly linked in Stewards Supervisor Orientation email sent from Program Coordinators 3-4 weeks prior to SIP start date

- ❑ Work with your SIP to provide time off EARLY. PTO instructions found on new webpages in the "During Service" section.



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.
- Member Resource 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 Web talks



Joey Moreno
sipengagement@esa.org
Joey@esa.org

Resources and Links



[SIP Public Website](#)

[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

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

Stewards



[Supervisor Informational Resources](#)

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

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



Ecological Society of America

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





Key Program Contacts

NPS –SIP Program Questions:

SIP Team

scientists_in_parks@nps.gov

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

Sam Olivares-Mejia

Park Support Lead, NPS
samantha_olivares-mejia@nps.gov

GSA – Recruitment and Application System:

Lesley Petrie, Education & Outreach Program Coordinator, GSA
sip@geosociety.org
(303) 357-1097

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

Emma Savely

Program Director, Stewards Individual Placements
emma@conservationlegacy.org

(initial position confirmation, overall programmatic implementation, issues etc.)

Ali Jones, Andre Nguyen, Morgan Hassey, and Gillian Watson
(main member/supervisor POC in service)

Program Coordinators, Stewards Individual Placements

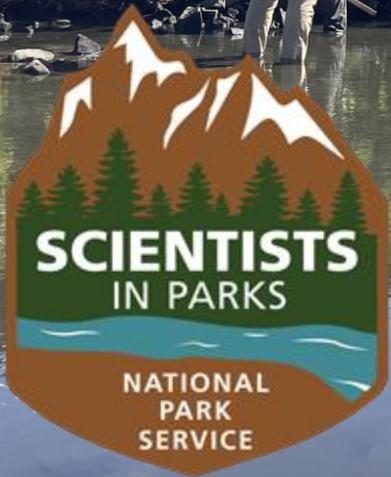
ajones@conservationlegacy.org ; anguyen@conservationlegacy.org ;
mhassey@conservationlegacy.org ; gwatson@conservationlegacy.org
(main points of contact while SIP is in service)

ESA – Engagement, Social Media, Affinity Groups

Joey Moreno

Education Programs Assistant
sipengagement@esa.org





THANK YOU