



# Scientists in Parks Program Supervisor / Mentor Orientation 2024 Summer Season

January 18, 2024



# SIP NPS Team



**Kiersten Jarvis, NPS**  
SIP Program Manager



**Chelsea Bitting, NPS**  
SIP Partnership Lead



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



# Agenda

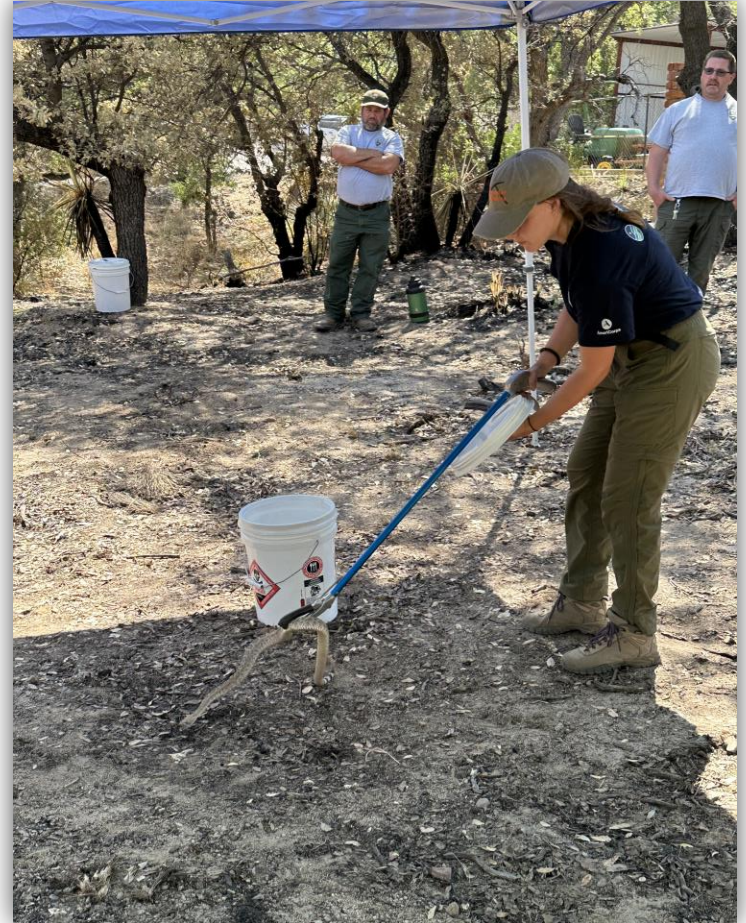
- Information for all SIP position types
- Breakout rooms to meet partners and receive details specific to your position type





# 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

# Important Dates

Deadline for all SIP applications

**January 21**

Account lines due in SIP Portal

*(if applicable)*

**February 23**

SIP Offer Day

**March 4**

Input intern name and information  
in SIP Portal

**March 15**

**Winter 24/25 Call for Proposals  
Opens February 15th**

# 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

The SIP Program wouldn't be possible without amazing supervisors/mentors, these resources are for you. If you have any questions, please [Contact Us](#).

Reminder: NPS Unit Responsibilities

[Read More](#)

### Finding your SIP Intern

Hiring Resources







**Breezy Help Resources**

**Example Interview Questions**

**Offer Letter Template**

### Orientation Recordings and Slides

-  Winter 23/24 Orientation Slides
-  Winter 23/24 Orientation Recording
-  Summer 23
-  Winter 22/23

Once your SIP Intern arrives

# Hiring Authorities

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

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## Direct Hire Authority (DHA)

- 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 internship
- 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 SIP internship is 480 hrs toward PLC
- Valid 2 years after completion of internship



# Meet our Partners!

## SIP Intern



## SIP Mosaics



Environment  
for the Americas



# Breakout Room

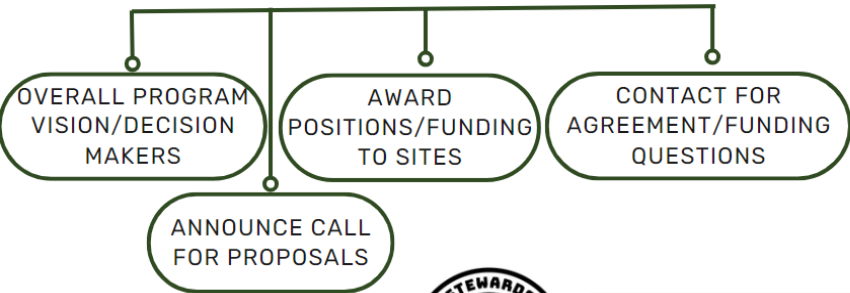
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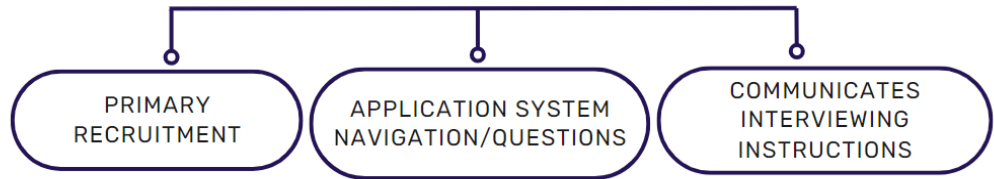
# General Partner Structure



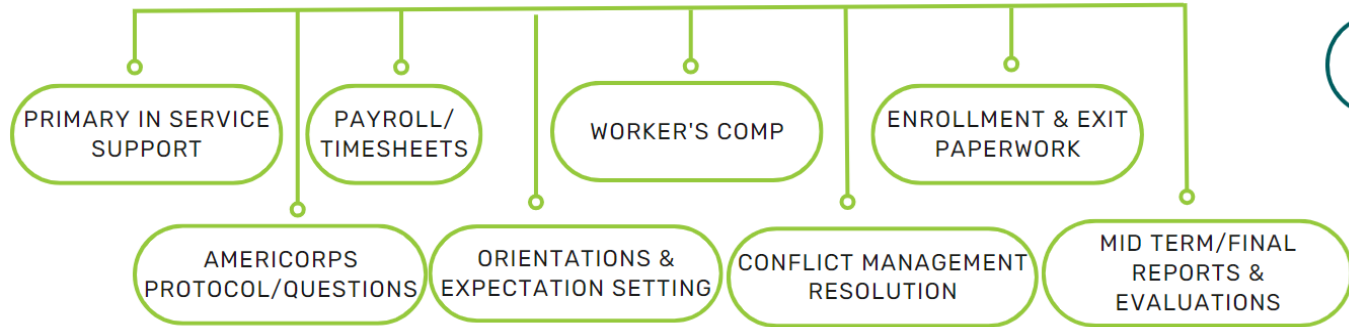
## NPS SIP ADMIN



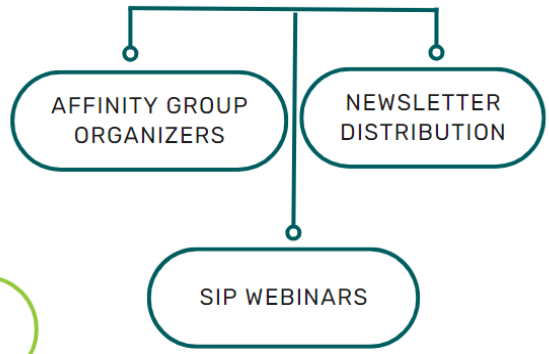
## GEOLOGICAL SOCIETY OF AMERICA (GSA)



## STEWARDS INDIVIDUAL PLACEMENTS



## ECOLOGICAL SOCIETY OF AMERICA **esa**



# Lead Partner- Stewards Individual Placements



After Intern Selection, During and After Service Support Team

EMMA SAVELY



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

Oversees Program  
Coordinators &

Implements Programmatic  
Procedures

JAMES GASAWAY



**Program Coordinator**  
**Hot Springs, AR**

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

In service contact for  
Intern & site mentor



# SIP Intern 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

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- **Paid** natural resource science experience
  - \$ 525/week with park provided housing or \$625/week without park provided housing
  - \$715/week for DHA interns
  - \$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

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**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 21                                     |
| NPS supervisors/mentors review applications and conduct interviews   | January 24 – March 1   |
| <b>SIP Offer Day:</b> NPS supervisors/mentors (not Stewards) send notice of selection to top candidate for their position(s) | <b>March 4</b> - Do <b>not</b> send a notice of selection prior to this date |
| Candidates accept SIP positions; determine start & end dates with the participants   | March 5 – 15   |
| <b>NPS supervisors/mentors submit their participant info via the <a href="#">NPS SIP Portal</a></b>                          | <b>March 15</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 Sunday, May 5  |



# Application System: Account Setup

Application deadline for SIP Interns: **Sunday, 21 January**  
(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 Breezy HR account setup form titled "Join the Conservation Legacy team". It has three main input fields: "Full Name\*" with "Kiersten Jarvis" entered; "Company Email Address\*" with "kiersten\_jarvis" in the input box and "@ nps.gov" in a dropdown menu; and "Password\*" with a masked password. A "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

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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 ([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

# Engagement Team- Ecological Society of America

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- ESA is lead partner for Engagement
- 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
- Summer Virtual Workshops – Career Focused
- Social Media
  - Please tag us!
  - We are happy to highlight your project and intern!
- Site Visits
- Professional Conference (ESA or GSA)
- Engagement Guide – forthcoming



Jessie Ribera

# Stewards Emergency Protocols

- ❑ SIPs are allowed to telework as long as they complete a full-time work schedule each week. *If you opt for telework, you must work alert your Stewards Program Coordinator. They will provide you a template for a detailed telework plan.*
- ❑ Be prepared in case of an emergency. Stewards provides Worker's Compensation Insurance and will send guidelines to you and the intern at the beginning of their term.
- ❑ COVID housing protocols- Stewards will leave it up to each site to enforce any COVID housing policies.



# SIP 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 in the Stewards Google Drive. A link will be sent to you from one of the Stewards Program Coordinators 3-4 weeks prior to your intern's start.
  - If you want to take an early look this is the [link](#)
- 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 intern to attend SIP webinars and other potential workshops such as Beyond Stewards Training Sessions
  - Stewards will send each intern a notification 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](#).

| 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

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[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](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/>



## Ecological Society of America

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



# Key Program Contacts



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

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

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



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

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

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

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

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

Ali Jones, Andre Nguyen, Morgan Ehmling, and James Gasaway- 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);  
[mehmling@conservationlegacy.org](mailto:mehmling@conservationlegacy.org); [jgasaway@conservationlegacy.org](mailto:jgasaway@conservationlegacy.org)



## **ESA – Engagement, Social Media, Affinity Groups**

**Jessie Ribera**  
Program Coordinator  
[sipengagement@esa.org](mailto:sipengagement@esa.org)







# THANK YOU



National Park Service



Scientists in Parks