



USDA Forest Service

Boulder Ranger District, Boulder, Colorado

<http://www.fs.usda.gov/goto/arp/jobs>

2140 Yarmouth Avenue, Boulder, CO 80301



2013 Visitor Services Information Assistant Outreach

The Boulder Ranger District has a summer opening for an Information Assistant in Boulder, Colorado. Information Assistants are responsible for the daily functions of the visitor area and provide support to other programs. Often fast-paced, every day is a unique opportunity to educate the public.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN MARCH 8, 2013

Announcement Number	Duty Station	Pay Grade	Job Title
TEMPOCR-1001-04-VIS-DT	Boulder, CO	GS-4	Visitor Services Information Assistant
TEMPOCR-1001-5-VIS-DT	Boulder, CO	GS-5	Visitor Services Information Assistant

Work Schedule: Employment is expected to last from early May through September. The normal work schedule is Monday-Saturday, 8 am – 4:30 pm, with Sunday and Tuesday off.

Salary/Benefits: Earn \$14.39 - \$16.10 per hour. Employees will earn four hours of sick leave and four hours of annual leave every two weeks.

Duties: Performs daily activities to support the operations of a visitor center including sales, inventory, stocking, equipment maintenance and general office work. Receives and directs callers and visitors. Conducts a variety of public outreach activities. Performs general program management support work for the organization's Information Services Program, such as the collection, compilation, research, and/or tracking of data and program information. Assists with the supervision of volunteers.

How to Apply: Interested parties must apply through www.usajobs.gov and enter the announcement numbers and duty station listed above. For more information on the application process, go to <http://www.fs.usda.gov/goto/arp/jobs> and click on "Applying for a Job". When applying to more than one position or grade, each announcement must be applied to separately.

For more information:

Contact Elaine Wells

emwells@fs.fed.us, 303-541-2507

OUTREACH RESPONSE FORM

Position: GS-1001-04/05 Visitor Information Assistant

If you are interested in this position, please complete this form and send to: Elaine Wells,
emwells@fs.fed.us

Name & Work Address:

Phone Number:

Your Email Address:

Description of Qualifying Experience:

Are you currently a permanent federal employee (PFT or PSE) ____yes ____no
If yes, Name and contact information for current supervisor:

If you are not a current permanent (career or career conditional) employee are you eligible for appointment under any of the following special authorities:

- Person With Disabilities**
- Veterans Readjustment**
- Former Peace Corps Volunteer**
- Pathways Program**
- Disabled Veteran w/30% Compensable Disability**
- Veterans Employment Opportunities Act of 1998**
- Other**

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