Outdoor Recreation and Conservation Careers Toolkit
The Outdoor Recreation Economy accounts for $646 billion in consumer spending annually with 6.1 million American jobs. Federal employees contain ...

- **Retirement-eligibility:** 31% of federal employees already are retirement-eligible
- **Diversity:** The Executive order 13583 directs executive departments and agencies (agencies) to develop and implement a more comprehensive, integrated, and strategic focus on diversity and inclusion as a key component of their human resources strategies.
Career Toolkit

Young, diverse jobseekers

Government agencies and outdoor industry with a need to diversify their workforce
OVERVIEW

• Introduction and Overview to Outdoor Recreation and Conservation Careers
• Case Studies for Outdoor Recreation and Conservation Careers

GOVERNMENT OUTDOOR CAREERS

• Federal and Regional Government Outdoor Fields of Occupation
• Federal Government Agencies: Outdoor Career Opportunities
• Regional Government Agencies: Outdoor Career Opportunities
• Finding and Applying for a Government Job
• Navigating the USAJobs.com site
• Creating a Resume and Resources for Federal Government Jobs

NONPROFIT, EDUCATION, AND FOR PROFIT OUTDOOR CAREERS

• Nonprofit and Education Outdoor Career Opportunities
• For Profit Sector Outdoor Career Opportunities
• Resources for Starting an Outdoor Career
OUTDOOR RECREATION AND CONSERVATION CAREER TOOLKIT PROVIDED BY TRANSFORMING YOUTH OUTDOORS

Overview
There are many opportunities for a career in the outdoors. Here you can become familiar with the many types of careers that exist in both outdoor recreation and conservation. This may help you decide what kind of career you could pursue.

Government Outdoor Careers
Pursuing a government job can be a great choice. There are many federal and jobs to choose from in the outdoors and recreation. This section will introduce both federal and regional government opportunities and help you navigate the sometimes complex process of applying for a government job.
OVERVIEW

GUIDE:

INTRODUCTION AND OVERVIEW TO OUTDOOR RECREATION AND CONSERVATION CAREERS
Choose your outdoor career path!

Get started by asking yourself some very basic questions. Even though you might not be able to answer all of them, it is a good first step to narrow down what you really want to do.

Ready? Let’s go!
Questions to Ask Yourself

1. What is my experience educational background?
   - High school
   - Associate’s
   - Bachelor’s
   - Master’s
   - PHD
   - Certificates
   - Practical experience

2. What is my passion?
   - Protection of the environment
   - Working with youth
   - Science
   - Hands on work in the outdoors
   - New energies
   - Serving people and communities

3. What are interesting fields of occupation?
   - Natural Resources
   - Outdoor Recreation
   - Outdoor Conservation
   - Environmental Education
   - Outdoor Youth Development
   - Retail
   - Brands and Manufacturing

4. What working environment do I want?
   - IN or FOR the Outdoors / both
   - Interesting work
   - The mission of the employer
   - Job security
   - Moving / not moving to another location
   - Good benefits
   - Money
   - Many options for different career paths

5. Government career or private sector?
   - Government Jobs
     - Federal and Local Government
   - Private
     - Nonprofits
     - Education
     - Commercial Businesses
Choosing a Career Path...
The Progression

Sectors
- Government
- Nonprofit & Education
- For Profit

Fields of Occupation
Choosing the general field you want to get into, for example, Land Management or Parks and Recreation.

Occupations & Careers
Specific careers, like park ranger, guide, environmental educator and more!
Part 1: Sectors

Government
There are many outdoor related fields of occupations where federal and local government agencies provide career opportunities, such as land management, parks and recreation and conservation, or environmental education.

Nonprofit & Education
There are an abundance of jobs in the nonprofit and education sectors that allow you to work in or for the outdoors. Careers in the outdoors in both education and nonprofit sectors can vary greatly depending on the mission and vision of the organization you choose to work for.

For – Profit
Careers working in and for the outdoors in the for profit sector branch across a variety of technical fields. The nature of available positions may differ depending on the field of your choice. Positions may be seasonal, part-time or full-time dependent on the outdoor career path you choose to pursue.
Part 2: Fields of Occupation

- Forestry
- Wildlife and Fisheries
- Parks and Recreation
- Water Management
- Land Management
- Geoscience
- Brands and Manufacturing
- Admin, IT and Operations
- Retail
- Conservation Programs
- Guides and Outfitters
- Outdoor Recreation
- Outdoor Youth Development
- Environmental Education
- Therapeutic Programs
- Outdoor Youth Development
- Environmental Education
- Therapeutic Programs
- Retail
- Conservation Programs
- Guides and Outfitters
- Outdoor Recreation
- Outdoor Youth Development
- Environmental Education
- Therapeutic Programs
- Retail
- Conservation Programs
- Guides and Outfitters
- Outdoor Recreation
- Outdoor Youth Development
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- Guides and Outfitters
- Outdoor Recreation
- Outdoor Youth Development
- Environmental Education
- Therapeutic Programs
- Retail
- Conservation Programs
- Guides and Outfitters
- Outdoor Recreation
- Outdoor Youth Development
- Environmental Education
- Therapeutic Programs
- Retail
- Conservation Programs
- Guides and Outfitters
- Outdoor Recreation
- Outdoor Youth Development
- Environmental Education
Part 3: Occupations & Careers

It can be helpful to start by reviewing a list of different career options. Knowing what types of work people do may lead you to a field you didn’t know existed - and one of them just might be ideal for you! Here are just a few examples of potential careers and occupations you may be interested in pursuing.

- Cartographer
- Environmental Lawyer
- Environmental Planner
- GIS Specialist, GIS Analyst
- Wildland Firefighter
- Plant Protection Technician
- Soil Conservation Technician
- Forestry Technician
- Outreach Coordinator
- Program Coordinator
- Logistics Coordinator
- Recreation Coordinator
- Guide / Instructor
- Photographer/Videographer
- Program Manager
- Sales / Customer Service
- Volunteer Coordinator
- Wildlife or Fisheries Biologist
- Geologist
- Camp Director
- Marketing/Communications Manager
- Landscape Architect
- Nonprofit Executive Director
- Retail Specialist
- Graphic Designer
- Public Relations
- Land Surveyor
OVERVIEW

CASE STUDIES

FOR OUTDOOR RECREATION AND CONSERVATION CAREERS
**Education Director**

BEN LAWSON
Leave No Trace Center for Outdoor Ethics

I joined the Leave No Trace Center for Outdoor Ethics staff in 2009, where I serve as the Education Director. My current responsibilities include research, curriculum development, management of national education and training programs, and co-founding the National Outdoor Leadership School (NOLS). I earned my B.A. in Educational Science and Social Studies from California Polytechnic State University in 1997 and my M.A. in Resource Management from the University of Nevada-Reno in 2002. I am excited to play a role in creating the conservation leaders of tomorrow.

Working in the conservation field can be incredibly rewarding but it is full of challenges. The greatest challenge we face is helping ensure that the next generation of conservationists want to do the job.

The most fulfilling part of my job is making every day knowing that I did something that benefited both public lands and those who enjoy them.

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**Senior Wholesale Marketing Coordinator**

CHRISTINE HAWK
prAna

My name is Christine Hawk, and I run the Wholesale Department at prAna. I currently manage all of our wholesale sales, and I also coordinate our trade show events.

As a sustainable fashion brand, we believe in making a positive impact on the environment and the people who make our clothes.

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**Geographer / Remote Sensing Specialist**

BLAKE EICKMEYER
Office of Surface Mining Reclamation and Enforcement (OSMRE)

I work for the Office of Surface Mining Reclamation and Enforcement (OSMRE) which is a federal agency located in Denver, CO. At OSMRE, my job title is a Geographer/Remote Sensing Specialist. When I entered the field with the most up-to-date maps and satellite imagery, OSMRE teams use these maps to monitor mine reclamation and enforce mine permit rules and regulations. Based off the Surface Mining Control and Reclamation Act of 1977, also known as SMCRA.

I pursued a career in Geospatial Science at the University of Washington in Seattle with a Bachelor’s in Science in Geography. After I graduated with a B.S. in Geography, I worked for the Office of Surface Mining Reclamation and Enforcement (OSMRE) for 5 years and then accepted a position at the U.S. Department of Agriculture (USDA) Forest Service.

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**Park Ranger II, Environment Education Specialist**

LAURALACERTE
Highlands Ranch Metro Park

My name is Laura Lacerte and I am a Park Ranger II at the Highlands Ranch Metro Park. My main goal is to ensure a safe, healthy, and enjoyable place for people to be and enjoy the outdoors. My job is to work with children and adults to create a positive experience for them.

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**Assistant District Forester**

DIANA SELBY
Colorado State Forest Service

I am an Assistant District Forester for the Colorado State Forest Service, Fort Collins District. I manage several game programs and assist both forested and urban communities with tree and forest topics by providing technical advice.

From high school through postgraduate school, I worked summer jobs for the Youth in Natural Resources program. Science. My journey continued at Fort Lewis College and led to a graduate degree in biology. After finishing my Master’s degree at Colorado State University, I joined the Colorado State Forest Service, Fort Collins District. I am responsible for managing the forest land.

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**Inspiring Connections Outdoors Program Manager**

GRACE ANDERSON
Sierra Club

I just had to be a college student and I discovered the outdoors. I decided to go to outdoor school. I wanted to study the environment and how environments change over time. What I love about my job is that I get to help people connect with nature and the outdoors.

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**WEBINAR: OUTDOOR RECREATION AND CONSERVATION CAREERS TOOLKIT**
GUIDE

FEDERAL AND REGIONAL GOVERNMENT OUTDOOR FIELDS OF OCCUPATIONS
GOVERNMENT SECTOR

There are many outdoor related fields of occupations where federal and local agencies provide career opportunities, such as natural resources, outdoor recreation and conservation, or environmental education. But in order to provide a clear overview about the most relevant fields of occupations in the government sector, we limit this guide to the most popular fields of occupation.

In addition, when studying outdoor career opportunities outside the government sector, you might find an overlap for some fields of occupations and similar career paths for nonprofits, education or commercial businesses. Depending of the sector you are looking for a job, be aware of different requirements for both, educational background and job application materials.

### Parks and Recreation
Parks and recreation focus on the human use of natural resources for enjoyment, socialization, education, health and well-being. The field combines knowledge of the environment with skills in social sciences, economics and business.

### Land Management
The land management field combines information about the physical environment with biological factors such as wildlife habitat, and human factors such as recreation, livestock grazing, mineral development, energy production, the preservation of historical or cultural resources and policy to determine how public lands can be managed for multiple uses and benefits.

### Wildlife and Fisheries
Fisheries and wildlife are scientific disciplines including research, management, education, and law enforcement to sustain fish and wildlife populations.

### Forestry
The field of forestry combines physical, biological and engineering sciences to manage and improve our nation’s forest lands in both rural and urban settings. These lands not only include the trees of a forest but other plants, the soil, water, wildlife and human use.

### Geoscience
Geoscience is a scientific field that involves the collection and interpretation of data about the Earth in order to improve the quality of human life. Major disciplines of geoscience include geology, geophysics, hydrology, oceanography, marine science, atmospheric science, planetary science, meteorology, environmental science, and soil science.

### Water Management
Water management applies physical, chemical and biological sciences along with math, technology, engineering, economics and law to making decisions about both water quality and water quantity.
THE FIELD OF WILDLIFE AND FISHERIES

What is the field of wildlife and fisheries?
Fisheries and wildlife are scientific disciplines including research, management, education, and law enforcement to sustain healthy fish and wildlife populations.

What is a wildlife and fisheries professional?
A fish and wildlife professional may work in research to determine the status of animal populations, the interactions between animals, how animals react to different environmental conditions, an animal’s habitat requirements, behavior or distribution. Fish and wildlife managers put this information to use in the field by designing practices that improve fish and wildlife populations. Much of fish and wildlife management is actually people management. An effective fisheries and wildlife professional must have education in economics, political science and law, psychology, sociology and history. Skillful communication, written and oral, is one of the most important tools a fish and wildlife professional uses.

What Education is required?
Enter level jobs generally require a Bachelors Degree in one of the following or related fields:
- Biological Science
- Environmental Science
- Forestry
- Natural Resources Management
- Wildlife Biology
- Wildlife & Fisheries Science

A Master of Science in these degrees may result in a better starting position, salary and career advancement potential. A position in academia will require a PhD. Strong computer literacy and a background in geographic information systems (GIS) are also recommended.

Who employs wildlife and fisheries professionals?
Federal Agencies
- Bureau of Land Management
- National Park Service
- US Forest Service
- US Fish and Wildlife Service
- National Oceanic and Atmospheric Administration
- US Geological Survey

State and Local Government Jobs
- State, City and county agencies

Others
- Private Businesses
- Non-profit organizations

Sample Careers

Technician
- Biological Science Technician
- Fisheries Technician
- Wildlife Technician

Professional
- Animal Research Scientist
- Aquatic Invasive Species Biologist
- Aquaculturist
- Biological Scientist
- Conservation Biologist
- Ecologist
- Entomologist
- Environmental Scientist
- Fisheries Biologist
- Game Warden
- Habitat Conservation Specialist
- Herpetologist
- Project Manager
- Research Scientist
- Wildlife Biologist
- Zoologist

Management
- District Wildlife Manager
- Fish Hatchery Manager
- Hatchery Manager
- Professor
- Supervisory Biologist
- Wildlife Refuge Manager

Additional Information
Professional Societies: The Wildlife Society, University of Missouri’s comprehensive list of F&W Professional Societies.
Additional Resources: Careers in Forestry & Natural Resources, Jobs in Wildlife.

Source from: “A How-To Guide for Pursuing a Career in Natural Resources” (© 2017) by Colorado Alliance for Environmental Education and the Colorado Youth Corps Association

FEDERAL AND REGIONAL GOVERNMENT OUTDOOR FIELDS OF OCCUPATIONS
GOVERNMENT OUTDOOR CAREERS
## Federal Agencies Most Relevant for the Outdoor Sector

### Agency

**Department of the Interior:**
- Fish and Wildlife Service
- National Park Service
- Bureau of Land Management
- Bureau of Indian Affairs
- Bureau of Ocean Energy Management, Regulation and Enforcement
- Bureau of Reclamation
- Geological Survey
- Office of Surface Mining, Reclamation, and Enforcement

**Department of Agriculture:**
- Forest Service
- Agricultural Marketing Service
- Agricultural Research Service
- Agricultural Stabilization and Conservation Science
- Animal and Plant Health Inspection Service
- Center for Nutrition Policy and Promotion
- Cooperative State Research, Education, and Extension Service
- Economic Research Service
- Farm Service Agency
- Food and Nutrition Service
- Food Safety and Inspection Service
- Foreign Agricultural Service
- Grain Inspection, Packers and Stockyards Administration
- Natural Resources Conservation Service
- Office of Community Development
- National Agricultural Statistics Service
- Risk Management Agency
- Rural Business-Cooperative Service
- Rural Housing Service
- Rural Utilities Service

**Department of Commerce:**
- National Oceanic and Atmospheric Administration
- National Geodetic Survey
- National Marine Fisheries Service
- National Ocean Service
- National Weather Service
- Office of Oceanic and Atmospheric Research

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In this guide we introduce the agencies with the majority of job opportunities in the field:

- Forest Service
- National Park Service
- Fish and Wildlife Service
- Bureau of Land Management
- National Oceanic and Atmospheric Administration
- Bureau of Indian Affairs

Take a look at typical career positions within each occupation and see if they match your career aspirations.

If so, we encourage you to learn more about the agencies and their missions, accomplishments, every day opportunities.
The Mission
The mission of the BLM is "to sustain the health, diversity, and productivity of the public lands for the use and enjoyment of present and future generations."

Overview
The Bureau of Land Management (BLM) may best be described as a small agency with a big mission: To sustain the health, diversity, and productivity of America’s public lands for the use and enjoyment of present and future generations. It administers more public land — over 245 million surface acres — than any other federal agency in the United States. Most of this land is located in the 12 Western states, including Alaska. The BLM also manages 700 million acres of sub-surface mineral estate throughout the nation. BLM operates on a workforce of about 10,000 full time employees.

Typical Careers
- Archeologist
- Botanist
- Fire Management Officer
- Hazardous Materials Specialist
- Hydrologist
- Wildlife or Fisheries Biologist
- Natural Resources Specialist
- Rangeland Management Specialist
- Forester
- Geologist
- Land Surveyor
- Outdoor Recreation Planner
- Engineer
- Law Enforcement Ranger
- Planning Coordinator
- Realty Specialist
- Public Affairs Specialist
- Economist
- Information Resources Specialist
- Electronics Technician
- Administrators (e.g., management and systems analysts, finance and accounting, clerical personnel)

Benefits working with a federal agency:
- Retirement
- Civil Service Retirement System
- Federal Employees Retirement System
- Vacation
- Annual and Sick Leave
- (Family and Medical Leave Act)
- Insurance
- Federal Employees Health Benefits Program (FEHBP)
- Federal Employees Dental and Vision Insurance Program
- Flexible Spending Accounts for Federal Employees (FSA/FEDS)
- Federal Long Term Care Insurance Program (FLTCP)
- Federal Employees Group Life Insurance Program
- General
- Diverse workforce
- Flexible work schedule

Student Jobs and Internships
The Pathways Program offers federal internship and employment opportunities for current students, recent graduates and those with an advanced degree. There are three different paths available. Learn more about the BLM’s Pathways programs through the links below.

Pathways Internship Program
The internship Program is for current students. If you’re a current student in high school, college, trade school or other qualifying educational institution, you may be eligible. This program offers paid opportunities to work in federal agencies and explore federal careers while completing your education. For more information: Internship Program.

Pathways Recent Graduate Program
The recent graduate program is for those who have graduated, within the past two years, from a qualifying educational institution or certificate program. The recent graduate program offers career development with training and mentorship. You must apply within two years of getting your degree or certificate (veterans have up to six years to apply due to their military service obligation). More information: Recent Graduates Program.

Pathways Presidential Management Fellows (PMF) Program
This program is for recent graduates with an advanced degree—either a professional or graduate degree such as a master’s, Ph.D. or J.D. For more information: Presidential Management Fellows Program.

Additional Information
- Contact a BLM Pathways Coordinator about employment opportunities in our states and centers.
- For more information on the new Pathways programs, visit the following websites:
  - http://www.usajobs.gov/studentjobs
  - http://www.pmf.gov/

Tip
Careers in demand: Positions often have opening:
- Biological Sciences
- Cadastral Survey and Geological Sciences
- Fire and Aviation
- Land Law and Realty
- Petroleum Engineering
- Rangeland Management

Useful links
- USAJobs – Job search page: https://www.usajobs.gov/
- Youth.gov – Overview about occupations and education in relevant to government outdoor careers: https://youth.gov/
- To view the skillsets required for each career at BLM visit: http://www.blm.gov/wo/st/en/res/blm_jobs/our_careers/career_cards.html
GOVERNMENT OUTDOOR CAREERS

GUIDE

REGIONAL GOVERNMENT AGENCIES:
OUTDOOR CAREER OPPORTUNITIES
State, county, and local government have a variety of agencies that provide opportunity for work in and for the outdoors:

**State Level**
- State Park Agencies
- State Wildlife Organizations
- State Fish and Game Management
- State Conservation Corps and Districts

**County Level**
- Parks and Recreation Agencies
- Fire Authorities
- Land Use and Environmental Health Authorities

**Municipal (city, town, municipality)**
- City Level Parks and Recreation organizations
How to find relevant local agencies and job openings?

Research regional agencies
- Each state uses slightly different terms for their agencies. However, most regional governments (county and city) provide services such as environmental protection, fire protection, forest protection, parks and open space, planning and zoning, recreation programs, soil and water conservation, water supply and protection etc. These are useful search terms when researching relevant local agencies.
- Exploring your city or county website will help you identify local agencies currently offering positions you are interested in.
- Some relevant state level agencies are listed in the appendix of this guide and might serve as a starting point in your search.

Where do your regional agencies post their job openings?
- Agency’s homepages: Save and link agencies that inspire you. If possible sign-up for notifications as new job postings become available.
- State government job portals (e.g. www.Colorado.gov/jobs.) Check, if your local agencies post jobs on a state wide common website as well. If so, create a profile and determine your relevant search criteria. Depending of your field of education or passion possible search criteria could be natural resources, recreation wildlife, environment services, land use, parks, or sciences.
- Commercial job portals; A quick search through indeed, linked-in, or google can be helpful in identifying agencies and available positions in your area. When searching you can use words like: State Land management agencies, local outdoor agencies, outdoor jobs, outdoor volunteer opportunities. Often you can find a summary of the job posting on the portal and a link guides you to the actual homepage or government job portal.
- School, college or university career center: usually have good relationships with local agencies and might guide you to inside information and internships or volunteer jobs that are not listed on the official job sites
- Word of mouth and job boards at local offices: internships or temporary jobs might be posted on a physical board in local offices.

Be consistent and patient
- Check job postings regularly; positions come and go quickly, be sure to check agencies websites and resources weekly at the least.
Appendix: State Specific Resources

**Alabama**
- Department of Conservation & Natural Resources. Includes parks, wildlife, fishing, hunting, boating, and trails. http://www.outdooralabama.com/
- Department of Economic and Community Affairs (ADECA). Includes divisions of energy and water resources. www.adeca.alabama.gov/
- Careers in Conservation http://www.outdooralabama.com/careers-conservation

**Alaska**
- Department of Natural Resources. Includes the divisions of Agriculture, Forestry, Geological & Geophysical Surveys, Mining, Land & Water, Oil & Gas, Parks & Outdoor Recreation http://dnr.alaska.gov
- Department of Fish & Game http://www.adfg.alaska.gov
- Department of Environmental Conservation http://dec.alaska.gov/
- Alaska Job Center http://jobs.alaska.gov

**Arizona**
- Arizona State Agencies. Includes Department of Agriculture, State Parks, Department of Environmental Quality, Forestry and Fire Management, Game and Fish Department, Geological Survey, Land Department, and Water Resources. https://azdirect.az.gov/agencies
- Natural Resources Division https://land.az.gov/divisions/natural-resources
- Arizona Conservations Corps http://www.azcorps.org/
- Arizona State Jobs http://www.hr.az.gov/AZStateJobs/

**Arkansas**
- Arkansas Sate Jobs http://www.arkansas.gov/jobs/

**California**
- Natural Resources Agency. Includes CAL Fire, California Conservation Corps, Department of Conservation, Department of Fish and Wildlife, Department of Parks and Recreation, Department of Water Resources museums and conservancies. http://resources.ca.gov
- CAL Jobs https://jobs.ca.gov

**Colorado**
- Department of Natural Resources. Includes the divisions of Avalanche Info, Forestry, Mining, Oil & Gas, Parks & Wildlife, State Lands, Water Conservation, and Water Resources. https://cdnr.us
- Energy Office https://www.colorado.gov/energyoffice
- Department of Agriculture https://www.colorado.gov/agmain
- Colorado Youth Corps Association http://www.cyca.org
- Colorado State Careers https://www.colorado.gov/pacific/dhr/jobs

**Connecticut**
- DEEP Job Opportunities www.ct.gov/deep/jobs

**Delaware**
- Delaware Youth Conservation Corps http://www.destateparks.com/volunteers/ycc/
- DNREC Jobs http://www.dnrec.delaware.gov/Pages/Employment.aspx
GOVERNMENT OUTDOOR CAREERS

GUIDE

FINDING AND APPLYING FOR A GOVERNMENT JOB
HOW GOVERNMENT JOBS ARE ORGANIZED

Occupational Series or Job Category

Occupational Series is another way that the Federal Government has tried to organize all of its different types of jobs across departments by a common series code. Within this system, all federal positions have a 4-digit code. For example, Park Rangers across all departments and agencies are linked together by a common code – 0025.

Grade

In most agencies, professional jobs are organized into one of 15 grades in a system called the General Schedule (GS). Each GS grade represents a particular level of difficulty and responsibility. Each job’s grade is listed by the letters GS, followed by numbers, such as GS-1 (the lowest grade) to GS-15 (the highest grade). In our example, the grade of the position is listed as “03/05” (GS-0462-03/05). In general, you can follow the general guidelines when deciding which grade you qualify for:

- **Clerical GS-1 through 5:** Do not require a college degree.
- **GS-05:** Entry-level positions, straight out of college. Typically require a four-year course of study above high school.
- **GS-07:** Bachelor’s degree (undergraduate with a GPA of 3.0 and 1 year of relevant experience). Or one full academic year of graduate-level education.
- **GS-09:** Master’s degree or two full academic years of graduate-level education.
- **GS-11:** Three full academic years of graduate-level education or a Ph.D.
- **GS-12 – GS-15:** Reserved for those with special skills. Experience is the primary factor for qualification.

GOVERNMENT OUTDOOR CAREERS

GUIDE:

Navigating the USAJOBS site
WEBINAR: OUTDOOR RECREATION AND CONSERVATION CAREERS TOOLKIT

4. Prepare your Application in USAJOBS

Federal applications are composed of three parts:

1. **The Federal Resume**: Choose from a previously saved resume or create/upload a new resume
2. **Application Questionnaire**: select which grade(s) you are applying, confirms you meet minimum qualifications
3. **Supporting Documents**: Proof of military service, college transcripts, cover letter, proof of federal status

When you have found a job that looks right for you, click on the “Apply Online” button near the top right of the position announcement.

If you aren’t already signed into your account, USAJOBS will ask you for your username and password. If you haven’t already created an account, you will need to do so at this time.

After logging into your account, you will be directed through the following steps:

**4.1 Federal Resume**

To apply for a position, you will need to either (a) choose from a previously saved resume or (b) create/upload a new resume. When asked, Federal HR managers from a variety of agencies recommend tailoring your resume to the job you are applying for; this was the one thing that EVERYBODY mentioned as the single most important factor in applying for a position. We know it will be more work, but to give yourself the best chance of getting an interview, you will need to edit your resume to match the job announcement.

If you’ve chosen to create a new resume, you must now decide on whether to use the USAJOBS ResumeBuilder or upload a resume.

We recommend using the USAJOBS ResumeBuilder. The main reason being that the ResumeBuilder will guide you through the resume writing process, ensuring that you have all the required information included in your application.

Here is how the ResumeBuilder will guide you through the process:

**Add New Resume**

| Build Resume | Upload Resume |

**GUIDE: NAVIGATING THE USAJOBS SITE**
GOVERNMENT OUTDOOR CAREERS

GUIDE

Creating a Resume and Resources for Federal Government Jobs
Introduction

Applying for a Federal Job requires several steps every applicant must take.

1. The first step is to create an account on USAJOBS.com and search for a job.
2. After creating an account you can search for job listings. How to navigate the USAJOBS site and to understand federal job postings is a complex task and is described in detail in the guide “Navigating USAJOBS.com”.
3. Once you have found a job listing that fits your profile, applying for this specific job in the next step. Federal Applications contain 3 components: The Federal Resume, the Application Questionnaire and Supporting Documents, including a cover letter. This guide provides detailed information about creating and submitting all the necessary components for your application.

Components of Federal Application

The Federal Resume

- Choose from a previously saved resume OR
- Create/upload a new resume

Application Questionnaire

- Select which grade(s) you are applying
- Conforms you meet minimum qualifications
- Self-assessment questions

Supporting Documents

- Proof of military service
- College transcript
- Cover letter
- Proof of federal status

Abraham Lincoln

111 President Drive
Washington DC 20001 US

Email: abelinc@federaljobs.com

Country of Citizenship: United States of America

Vetgear: Preference No

Highest Grade: GS-03-04-06-XX-XX

Availability: Full Time

Desired Location: US DC-Washington/DC

Department of State, Educational and Cultural Affairs, DC US

Public Affairs Assistant

Supervisor: John Smith (XXX-222-2222)

Works on educational initiatives in partnership with the relevant stakeholders.

橀  social media with the Federal government.

Researches public affairs best practices in private sector and government.

Facilitates training sessions and conducts media diversity training.

Participates in team brainstorm sessions to analyze organizational problems and improve efficiency.

Work Experience:

- Department of State, Educational and Cultural Affairs, DC US
  - Grade: GS-03-04-06-XX
  - Hours per week: 40

Intern

Supervisor: John Smith (XXX-222-2222)

Works in educational initiatives with relevant stakeholders.

Social media with the Federal government.

Researches public affairs best practices in the private sector and government.

Facilitates training sessions and conducts media diversity training.

Participates in team brainstorm sessions to analyze organizational problems and improve efficiency.

Work Experience:

- Department of State, Educational and Cultural Affairs, DC US
  - Grade: GS-03-04-06-XX
  - Hours per week: 40
NONPROFIT, EDUCATION, AND FOR PROFIT OUTDOOR CAREERS

GUIDE

NONPROFIT AND EDUCATION OUTDOOR CAREER OPPORTUNITIES
NONPROFIT AND EDUCATION SECTOR

There are an abundance of jobs in the nonprofit and education sectors that allow you to work in or for the outdoors. Careers in the outdoors in both education and nonprofit sectors can vary greatly depending on the mission and vision of the organization you choose to work for. For the purpose of this guide, the nonprofit and education sectors will be broken into fields: outdoor recreation, environmental education, outdoor youth development, wilderness therapy, and conservation. The education sector is made up of K-12 schools, colleges and universities which tend to focus primarily on recreation and environmental education.

Outdoor Recreation
Outdoor recreation exposes participants to new and engaging outdoor activities and experiences. This may include learning a new skill such as rock climbing, camping, or white water rafting. Recreational positions can be found in organizations such as the Appalachian Mountain Club or the National Park Service.

Environmental Education
Environmental Education programs facilitate learning that increases knowledge and awareness about the environment and its associated ecosystems. This can range from education programs for the general public to intensive training for educators.

Outdoor Youth Development
Youth development programs are those that utilize outdoor activities to purposefully challenge participants with the intention of developing positive attitude and behavior changes in youth.

Therapeutic Programs
Also known as Outdoor Behavioral Healthcare, Wilderness Therapy is the use of experiential education, individual and group therapy in a wilderness setting to treat clients for a range of emotional, developmental, and relational struggles.

Conservation Programs
Conservation programs are focused on the advocacy for and protection of the natural environment. Conservation programs include land trust, conservation corps, and advocacy organizations.
RECREATION PROGRAMS

What is Outdoor Recreation?
Recreation programs serve as a means to expose students to new and engaging experiences in the outdoors. This may include activities such as hiking, biking, climbing, skiing, camping, and many more. While outdoor recreation experiences contain educational components, such as the skills necessary to be successful in a given activity, the primary objective is to engage in outdoor pursuits for the purpose of enjoyment.

What Education is required?
Entry-level positions may accept:
• High School Diploma or GED

Professional Certifications include (not limited to):
• CPR, AED, and First Aid Certification (Wilderness First-Aid Preferred)
• Higher Level Outdoor Recreation Certifications if applicable (American Mountain Guide Association, Wilderness First Responder/EMT, Leave No Trace Master Educator, Swift Water Rescue, etc.)

Undergraduate majors include (but not limited to):
• Recreation and Tourism Management
• Outdoor Recreation/Education
• Adventure Education

Graduate degrees include (but not limited to):
• Masters in Recreation and Tourism
• Masters in Adventure Education
• Environmental Education
• Master of Science in Community Resources and Development

What is an Outdoor Recreation Professional?
Outdoor recreation professionals plan, organize, and facilitate recreation programs, services, and activities in a variety of settings and to diverse audiences. Recreation professionals may work at national, state or local nonprofits and open space areas. In addition, recreation professionals may work in sports centers, resorts, and camps. Recreation professionals must work well with others, demonstrate experience in a variety of outdoor skills, demonstrate knowledge of Leave No Trace Outdoor Ethics (LNT), as well as exhibit leadership, creativity and sound decision-making.

Who employs recreation professionals?
Nonprofit Programs:
• Community recreation centers
• Professional Guiding Schools and Services
• Outdoor Recreation Programs
• Local non-profit organizations

Education Programs
• Colleges/Universities
• Summer camps
• After-school programs

Sample Careers

Entry-level
• Camp Counselor
• After-school program staff
• Day Camp Leader
• Field Crew
• Program Operations staff

Professional
• Adventure Guide
• Field Instructor
• Outreach Coordinator
• Program Coordinator
• Logistics Coordinator
• Recreation Coordinator
• Recreation Planner
• River Rafting Guide
• Rock Climbing Guide
• Ski/Snowboard Instructor
• Sports Coordinator
• Tour Guide
• Volunteer Coordinator

Management
• Director of Activities
• Director of Education
• Director of Parks, Trails and Recreation
• District Manager
• Summer Camp Director

Administration and Operations
• Office Manager
• Bookkeeping/Accounting
• Fundraising
• Marketing/Communications
• Logistics Manager
RESOURCES

The following are a list of resources available for finding jobs in nonprofit and outdoor education.

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<thead>
<tr>
<th>Source</th>
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</thead>
<tbody>
<tr>
<td>LinkedIn</td>
<td><a href="https://www.linkedin.com/">https://www.linkedin.com/</a></td>
</tr>
<tr>
<td>The Outdoor Professional’s Resource</td>
<td><a href="http://www.outdoored.com">www.outdoored.com</a></td>
</tr>
<tr>
<td>Association of Outdoor Recreation and Education</td>
<td><a href="http://www.aore.org">www.aore.org</a></td>
</tr>
<tr>
<td>Association for Experiential Education</td>
<td><a href="http://www.aee.org">www.aee.org</a></td>
</tr>
<tr>
<td>National Outdoor Leadership School</td>
<td><a href="http://www.nols.edu">www.nols.edu</a></td>
</tr>
<tr>
<td>Backdoor Jobs, Short-term job adventures</td>
<td><a href="http://www.backdoorjobs.com">http://www.backdoorjobs.com</a></td>
</tr>
<tr>
<td>Cool works, Jobs in Great Places</td>
<td><a href="http://www.coolworks.com">http://www.coolworks.com</a></td>
</tr>
<tr>
<td>National Association for Therapeutic Schools and Programs</td>
<td><a href="https://www.natsap.org/Public/Default.aspx?hkey=3eb162c8-8572-48d6-ad00-8f77303d1751&amp;WebsiteKey=a6db6176.2e1f.4120.ad6e-c64e14a4337a">https://www.natsap.org/Public/Default.aspx?hkey=3eb162c8-8572-48d6-ad00-8f77303d1751&amp;WebsiteKey=a6db6176.2e1f.4120.ad6e-c64e14a4337a</a></td>
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NONPROFIT, EDUCATION, AND FOR PROFIT OUTDOOR CAREERS

GUIDE

FOR PROFIT SECTOR
OUTDOOR CAREER OPPORTUNITIES
For Profit Sector

Careers working in and for the outdoors in the for profit sector branch across a variety of technical fields. The nature of available positions may differ depending on the field of your choice. Positions may be seasonal, part-time or full-time dependent on the outdoor career path you choose to pursue. For the purpose of this guide, for profit careers in the outdoors will be broken into the following fields: Retail, Brands and Manufacturing, Guides and Outfitters, and Natural Resources.

<table>
<thead>
<tr>
<th>Retail</th>
<th>Brands and Manufacturing</th>
<th>Guides and Outfitters</th>
<th>Natural Resources / Energy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor retailers buy, promote, and sell the products used in outdoor recreation activities. Outdoor retail positions include sales, customer service, management and operations. There are many entry level jobs working in retail making it a great place to get experience and start your career.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>There are many opportunities to work directly for the brands that produce the products that support outdoor recreation. While securing a job with an outdoor brand is highly competitive, there is a broad spectrum of potential positions that support hundreds of diverse brands.</td>
<td></td>
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</tr>
<tr>
<td>Professional guiding careers require the highest level of experience and knowledge in the outdoors. Guides have intimate knowledge of the technical skills necessary to facilitate safe and engaging experiences in the outdoors for enthusiasts, tourists, and professionals alike. This often requires specific certifications and training accepted as proof of your ability to maintain safety in highly technical environments.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Careers in Natural Resources include Land Management, Parks and Recreation, Wildlife and Fisheries, Forestry, Water Management, and Geoscience. These careers often require a high level of education including masters and PhD level degrees or advanced certificates.</td>
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</tbody>
</table>
Outdoor Brands & Manufacturing Overview:

A significant part of the Outdoor industry includes innovation, design, manufacturing, and sales of the products used in outdoor activities. This includes hard goods such as skis, surfboards, rock climbing gear, etc., soft goods such as apparel and food companies. Parties interested in pursuing a career with an outdoor brand may choose the company that is aligned with their personal passions, such as cycling, camping, or rock climbing. Outdoor professionals in this sector work to represent their brand with professionalism, introduce their brand to a diverse audience of consumers, and design their goods for technical performance and comfort. Some companies may offer seasonal or part-time positions that are a great way to get your foot in the door.

What Education is required?

**Entry-level positions may accept:**
- High School Diploma or GED
- Experience working in retail, sales, or related field
- Competence in one or more outdoor technical skills (backpacking, rock climbing, cycling, kayaking, etc.)
- Strong verbal communication and people skills

**Managerial Qualifications include (not limited to):**
- Bachelor’s degree
- 5+ years experience working professionally in retail related careers
- Experience managing and training staff
- Strong interest in outdoor activities

**Undergraduate majors include (but not limited to):**
- Apparel Design / Visual Merchandising
- Engineering
- Business or related field
- Graphic Design
- Marketing/Communications

**Graduate degrees include (but not limited to):**
- Masters in Business Administration
- Masters in Corporate Social Responsibility (CSR)
- Masters in Marketing and Communications

Who employs Outdoor Brand professionals?

- Outdoor Brands Themselves (The North Face, Patagonia, Garmin, Cascade Designs, Big Agnes, Cliff Bar)
- Sale Agencies that rep multiple products
- PR and Marketing Companies

Sample Careers

**Entry-level**
- Brand Ambassador
- Event Staff
- Stockroom / Shipping
- Customer Service
- Social Media Coordinator

**Professional**
- Sales Representative
- Product/Apparel Designer
- Community Outreach
- Visual Merchandiser
- Graphic Designer
- Marketing / Communications
- Public Relations

**Management**
- Creative Director
- Manager (see categories above)
- Director (see categories above)

**Administration and Operations**
- Office Manager
- Bookkeeping / Accounting
- Logistics/Shipping Manager
- Human Resources
Energy Overview:

Careers in Energy fall into two main categories, green or renewable energy such as solar, wind, geothermal, hydropower and fossil fuel energy such as oil and gas. Energy professionals work with government agencies, consulting firms, and private industry. Energy professionals often have 4 year science degrees, comparable experience, or graduate level education degrees. As we continue to look at safe and sustainable ways to use fossil fuels and look to continue developing renewable energy, careers in the energy field will become more important in both private and public sectors.

What Education is required?

Entry-level positions may accept:
- High School Diploma or GED
- Bachelor’s Degree in Earth Sciences, Math, Engineering or related fields
- Strong written and verbal communication skills
- 1+ years experience in related field or volunteer position

Managerial Qualifications include (not limited to):
- 5+ years experience working professionally in natural resource careers
- Experience managing and analyzing scientific data
- Experience managing diverse individuals in an international or cross-cultural business environment
- Strong interest in technical and analytical work

Undergraduate majors include (but not limited to):
- Geosciences; oceanography, geology, atmospheric science
- Engineering
- Math
- Technology

Graduate degrees include (but not limited to):
- PhD in Environmental Sciences or related field
- Master of Science or PhD in Math or Engineering

Who employs Energy professionals?

- Government Contracted Energy Companies
- Energy & Environmental Consulting firms (geology, sustainability, conservation, etc.)
- Mining/Energy Companies
- Renewable Energy Companies
- Government Organizations (Dept. of Energy, EPA, etc.)

Sample Careers

Entry-level
- Intern/Volunteer
- Utility and Gas Technicians
- Data Collection/Analysis
- Research Associate

Professional
- Line Worker
- Project Management
- Environmental Scientist
- Land Surveyor
- Legal/Policy Advisor
- Logistics Management
- Geologist
- Professional Researcher
- Consultant
- Engineer
- Outreach Specialist

Management
- Director of Environmental Programs
- Plant Operator

Administration and Operations
- Accounting / Finance
- Marketing / Communications
- Logistics Manager
- Human Resources
RESOURCES

JOB LISTINGS: Looking through job listings is a great way to get an idea of what kind of jobs are out there, what requirements you should have to apply, and where these jobs exist. Here are some places to start looking.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Malakye</td>
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<tr>
<td>Camber Outdoors</td>
<td><a href="http://jobs.camberoutdoors.org">http://jobs.camberoutdoors.org</a></td>
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<tr>
<td>National Outdoor Leadership School</td>
<td><a href="http://www.nols.edu">www.nols.edu</a></td>
</tr>
<tr>
<td>National Recreation and Park Association</td>
<td><a href="http://www.nrpa.org/careers/">http://www.nrpa.org/careers/</a></td>
</tr>
<tr>
<td>Association of Outdoor Recreation and Education</td>
<td><a href="http://www.aore.org">www.aore.org</a></td>
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</table>

PROFESSIONAL ORGANIZATIONS: These are great for networking, job searching, and professional development. Connecting with others in your field can often lead to career opportunities and growth. Here are some organizations that are relevant to a career in the outdoor industry.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Outdoor Industry Association</td>
<td><a href="https://outdoorindustry.org">https://outdoorindustry.org</a></td>
</tr>
<tr>
<td>Camber Outdoors</td>
<td><a href="http://camberoutdoors.org">http://camberoutdoors.org</a></td>
</tr>
<tr>
<td>American Canoe Association (ACA)</td>
<td><a href="http://www.americancanoe.org">http://www.americancanoe.org</a></td>
</tr>
<tr>
<td>American Mountain Guide Association (AMGA)</td>
<td><a href="https://amga.com">https://amga.com</a></td>
</tr>
<tr>
<td>Adventure Travel Trade Association</td>
<td><a href="http://www.adventuretravel.biz">http://www.adventuretravel.biz</a></td>
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GUIDE

Resources for Starting an Outdoor Career
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   7.5 Appendix E: Sample Resume switching

7. Appendix

7.1 Appendix A: Sample combined resume

Jennifer Halloway
123 Main Street, San Francisco, CA 94122
Home: 000-000-0000 | Cell: 000-000-0000
e-mail@example.com

Professional Summary
Experienced Outdoor Teacher with tremendous passion for the environment conservation adventure and
outside activities looking to obtain a teaching position with an organization in need.

Core Qualifications
• Exceptional teaching capabilities for students of all ages
• Experience in all outdoor sports and adventures both enjoyable and leading
• Great organization and management of time to ensure fulfillment of all curriculum requirements
• Ability to make learning fun while still demanding hard work
• Extensive knowledge of environmental and conservation concerns
• Understanding and former use of survival skills
• Trained in CPR and first aid in case of emergency
• Capable of working independently

Experience
Outdoor Education Teacher
Wilton Learning Center
4/1/2011 - Present
Nay Mills, WI
• Work with high-school level students who wish to learn discover and implement environmental
standards
• Develop curriculum that includes both hands-on and classroom learning for elementary and high
school level
• Trained students in the way of testing water plants etc. to ensure they are safe for human
consumption
• Look for any opportunity to teach on outdoor activities such as hikes or rafts
• Assist new teachers in the proper techniques and strategies of teaching

Outdoor Education Teacher
Brighton Camp
Wyatt, WI
• Organized and led water activities such as canoeing kayaking and rafting
• Showed campers basic survival skills
• Set up outdoor activities such as hikes campsouts and exploration adventures
• Taught students how to set up a campsite both with and without equipment

TIP
Depending on the job you are applying for you might want to change the format of your resume.

- **Chronological**: This type resume lists your past jobs by date. Chronological resumes are
  considered a traditional type of resume and is great if you can pass it focused on a particular
  field or type of work.

- **Functional**: A functional resume highlights your major skills and accomplishments with
  the job information listed below. This is a great way to focus on why you need are a good match for
  the position you want and less focused on who you worked for or where.

- **Combined**: When you might need skills and accomplishments, these are followed by job
  history in chronological order. These resumes can get a bit long but are comprehensive.

This online article: How to Write a Resume provides great advice and a comprehensive look at what should go into every part of your resume.

At the end of the skills, use relevant experience to relevant.
WEBINAR: OUTDOOR RECREATION AND CONSERVATION CAREERS TOOLKIT

TYO Path: Outdoor Recreation and Conservation Careers Toolkit
TYO: Transforming Youth Outdoors: https://www.mytyo.org

A community committed to getting youth outdoors

TYO is the first resource-based community for people committed to transforming youth outdoors. If you are interested in joining the community sign up here!

Welcome to TYO

First Name
Last Name
Job Title
Organization
Email Address

I have read, understood, and agreed to both the Terms of Service and Privacy Policy.
OUTDOOR RECREATION AND CONSERVATION CAREER TOOLKIT PROVIDED BY TRANSFORMING YOUTH OUTDOORS

Overview

There are many opportunities for a career in the outdoors. Here you can become familiar with the many types of careers that exist in both outdoor recreation and conservation. This may help you decide what kind career you could pursue.

Introduction and Overview of Outdoor Recreation and Conservation Careers
Download PDF | Transforming Youth Outdoors

Want to work in the outdoors but not sure where to start? Use this guide to learn about the many opportunities that exist in outdoor recreation and conservation.

Case Studies for Outdoor Recreation and Conservation Careers
Download PDF | Transforming Youth Outdoors

Learn about different career options from real-life examples of people with outdoor recreation and conservation careers. This guide introduces many of the different outdoor and recreation fields that one might focus on to pursue a career in the outdoors.

Government Outdoor Careers
Pursuing a government job can be a great choice. There are many fields and jobs to choose from in the outdoors and recreation. This section will introduce both federal and regional government opportunities and help you navigate the sometimes complex process of applying for a government job.

Federal and Regional Government Outdoor Fields of Occupation
Download PDF | Transforming Youth Outdoors

This guide introduces many of the different outdoor and recreation fields that one might focus on to pursue a career in the Government Sector.

Federal Government Agencies: Outdoor Career Opportunities
Download PDF | Transforming Youth Outdoors

Get an overview of the federal agencies that provide a variety of outdoor career opportunities.

Regional Government Agencies: Outdoor Career Opportunities
Download PDF | Transforming Youth Outdoors

Find local and regional agencies that offer outdoor careers. These agencies may be both federal and state or city.
QUESTIONS AND NEXT STEPS