



GOVERNMENT OF BERMUDA
Ministry of Public Works

Department of Parks

SEASONAL ASSISTANT PARK RANGER

Wage scale: \$18 - \$20 per hour for a 37.5 hour work week (Based on service and previous experience).

Dynamic opportunities exist within the Department of Parks for Seasonal Assistant Park Rangers. The 2024 season will run from June to November. Working under the direction of the Parks Officer, successful applicants will be responsible for assisting in the operation of the Park Ranger Service. This position requires mature, reliable college or university students who possess excellent public relations skills and are able to manage confidential information as per service policies.

Main duties will include, but not exclusive to:

- Assisting in the management of all protected areas under the Bermuda National Parks Act 1986 and the Amendment Acts 2009 & 2017.
- Enforcement of the 1988 Bermuda National Parks Regulations.
- Patrolling parks, nature reserves, beaches and historic sites.
- Conducting interpretive / educational tours.
- Recording incident reports.
- Issuing camping permits and special permits.
- Management and maintenance of Park Ranger Service equipment.
- Assisting with administrative duties of the Department of Parks if required.
- Assisting the Lifeguard Service and compliance with any other special working conditions inclusive of Emergency Measure Organization operations as it relates to the Department of Parks.

Successful applicants:

- Must be 18 years of age or older, Bermudian and a full time enrolled College/University student.
- Must be in good health and possess a fairly high level of fitness. Please note that applicants must participate in a Physical Assessment in order to be considered for employment.
- Having your own transportation is necessary. Must possess a minimum of a valid Bermuda drivers license for private car and/or light truck, manual transmission preferred.
- Must have or be willing to obtain a valid Bermuda drivers license for heavy truck operation.
- Will work any 5 out of 7 days for a 37.5 hour work week. At any given time Rangers may be required to work outside prescheduled hours (including holidays, early mornings, evenings and overtime as needed).
- Must be able to work in any area of Bermuda.

Selections for employment are based on successful performance in the Interview, Physical Assessment, Training Course, availability for work and if necessary an additional interview to assist with final selections.

Applications can be collected from and submitted to the Office of the Department of Parks. For additional information, please contact the Parks Ranger Office at 236-5902 or email smthomas@gov.bm.

Closing Date for Applications: All applications must be submitted by the extended deadline of Tuesday, 18 June 2024 at 5pm.



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2024 Seasonal Assistant Park Ranger General Recruitment Guidelines

Seasonal Assistant Park Rangers are recruited generally for the season April – November. The criteria for selection are as follows:

1. Applicants must be 18 years of age or older at the time of hire and must be a full time enrolled College/ University student.
2. **Applicants MUST hold a valid Bermuda drivers license for private car and/or light truck (manual transmission preferred) and be able to work island wide from Sandy's through to St. Georges.**
3. Applicants who do not have a heavy truck license will be granted two weeks from date of hire to acquire this license. Failure to obtain license will result in SAPR being assessed and proper course of action taken.
4. Applicants must be prepared to work any 5 out of 7 days for a 37.5 hour work week. At any given time Rangers may be required to work outside prescheduled hours (including holidays, early mornings and evenings and overtime as needed).
5. All successful applicants must partake in the SAPR Training Course which is generally 3-5 days.
6. Selection for the Training Course is based on interview, Physical Assessment (PA) and availability for work. Applicants are also expected to be in good health and of a fairly high level of fitness prior to taking the (PA) portion of the course.
7. Training course materials will be supplied by the Department. At this time there are no costs to the applicants partaking in the Training Course.
8. Those who successfully complete this course will be offered employment as Seasonal Assistant Park Rangers (SAPRs) to the Park Service and will be provided with full uniforms.
9. Successful completion of the Training Course includes: passing the CPR, AED and First Aid section, demonstrating knowledge of Bermuda Parks & Nature Reserves as well as passing the Physical Assessment (PA) consisting of a cycle, run and swim (please see PA guidelines for additional information).
10. Candidates who fail the PA but pass all other aspects of the training course will be given a 2 week probation period at which point they must redo the PA and pass in order to be considered a Seasonal Assistant Park Ranger.
11. Any position within the Park Service has an immediate and significant impact on the safety and security of the public and fellow employees, therefore candidates may be subject to vetting.
12. Social insurance is mandatory for all employees 18 years or older. Exemption from Social Insurance deductions may be given to full-time students pending proof of qualification. If you do not have social insurance please go to the Department of Social Insurance government website, where instructions can be found on how to apply, what documents are needed and where to hand in the application form.
13. All employees will be enrolled into the Government Employee Health Insurance plan unless proof of other qualifying local coverage is provided.
14. **Those applying to return as a SAPR who may not meet the requirements of student status outlined in guideline 1 should attach an additional document stating why they should be considered for rehire.**
15. Returning SAPRs from previous years must be recertified in CPR and First Aid and pass all tests including successfully passing the PA. Returning SAPRs may be exempt from the training course unless otherwise stated.
16. As it is seasonal work and it is during peak season, requests for leave of any type are generally not accepted. Special situations may warrant exception. However please note that all leave is unpaid.

*The Department of Parks, Park Ranger Service does not discriminate against any colleague or applicant for employment on the basis of race, colour, national origin, religion, sex, gender identity and/or expression, sexual orientation, age disability or military status. The above conditions outline a defined standard necessary for the Park Ranger Service to operate; henceforth candidates that are outside of the above instructions cannot have their application considered.



2024 SEASONAL ASSISTANT PARK RANGER APPLICATION

All sections are to be completed by the Applicant ONLY, regardless of whether applications have been submitted for this or other Seasonal Assistant Park Ranger/Government posts in the past.

1) PERSONAL DETAILS

Name: _____
FIRST MIDDLE LAST

Date of Birth: _____ Age: _____ Male Female
DAY/MONTH/YEAR

Do you possess Bermudian status? YES NO Social Insurance Number: _____

Home/Street Address: _____

 _____ Postal Code: _____

Mailing Address: _____
(IF DIFFERENT THAN ABOVE)

E-Mail Address: _____

Home Telephone No: _____ Cell Telephone No: _____

Have you been employed by the Department of Parks before? YES NO

If YES, provide details: _____

2a) HEALTH STATUS – Applicants are required to be in good health and of a fairly high level of fitness

Do you have any allergies? YES NO If YES, provide details: _____

Do you have any other medical conditions? YES NO If YES, provide details: _____

Do you require use of glasses/correctors? YES NO If YES, is your vision corrected with their use? YES NO

2b) IMMUNIZATION STATUS

Date of final Hepatitis B vaccination: _____ or Never/Unknown
DAY/MONTH/YEAR

Date of most recent Tetanus/Diphtheria (Td) vaccination: _____ or Never/Unknown
DAY/MONTH/YEAR

3a) EDUCATION – List all institutions attended:

Schools, Colleges, Universities attended	Full or Part-time	Entered	Left

3b) PLEASE PROVIDE PROOF OF UNIVERSITY/COLLEGE ENROLLMENT OR APPLICATION.

3c) QUALIFICATIONS -List all Qualifications/Certifications obtained:

Academic, Professional and Technical qualifications/certifications obtained (in full)	Date Obtained

4) WORK EXPERIENCE – List all jobs held:

Name of Employer	Post Held	Date Started	Date Left and Reason for Leaving

5) VEHICLE/DRIVER'S LICENSE – Applicants must minimally hold a valid Bermuda Driver's License for Private Car and/or Light Truck.

Do you have your own transportation vehicle? YES NO If YES, what type of vehicle?

Do you have a valid Bermuda Driver's License to operate a light, intermediate and/or heavy truck? YES NO

If YES, specify which one(s) including Driver License No: _____

6a) ADDITIONAL INFORMATION – Public Relations

Do you have experience dealing with the general public and/ unruly persons? YES NO If YES, provide examples: _____

ATTACH ADDITIONAL SHEET(S) IF NECESSARY

6b) AVAILABILITY - The Seasonal Assistant Park Ranger season begins in April to November 2020. Please state below what your available dates are.

I am available to start work on: _____
DAY/MOTH/YEAR

My last available day of work: _____
DAY/MONTH/YEAR

6c) ON A SEPARATE SHEET - Please state in your own words why you are an applicant for this post and should be hired as a Seasonal Assistant Park Ranger. **I have submitted this with my application** YES NO

7) PROFESSIONAL REFERENCES – Provide TWO references (i.e. current/previous supervisors, NOT relatives or members of the Legislature) that can be contacted in reference to this application:

Name: _____
FIRST MIDDLE LAST

Address: _____

Relationship: _____ Telephone No: 1) _____ 2) _____

E-Mail Address: _____

Name: _____
FIRST MIDDLE LAST

Address: _____

Relationship: _____ Telephone No: 1) _____ 2) _____

E-Mail Address: _____

8) HAVE YOU EVER BEEN CONVICTED BY A COURT OF LAW? YES NO If YES, provide details: _____

9) SAFETY – Seasonal Assistant Park Rangers are required to work island-wide from Sandy's through to St. George's

Are you able to work in all areas of Bermuda? YES NO

10) NOTICE TO APPLICANTS – I CERTIFY, to the best of my knowledge, that the information contained in the application is a true and factual record. I understand that should the information prove to be incorrect or misleading, the appointment, whether offered or in effect, may be cancelled.

Date: _____ Signature: _____
DAY/MONTH/YEAR

Additional Notes:

a) *Résumés and any other additional information are welcome and should be submitted with this application.*
b) Only **completed** applications should be addressed to the attention of the **PARKS OFFICER** and submitted by either of the following methods:

1) Hand Delivered to the Global House Office

2) By Email: smthomas@gov.bm
**Note: Prospective applicants who previously sent their applications to shdaniels@gov.bm are kindly asked to resend them to smthomas@gov.bm*



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Seasonal Assistant Park Ranger Physical Assessment

General Information: It is crucial that Park Rangers possess a suitable level of fitness and that individual's take it upon themselves to maintain this fitness which is necessary for their job. Marshals and cones will be set out to monitor participants during the course.

Physical Assessment Guidelines

- 1) In order to be considered for the Park Ranger position, potential candidates must successfully pass the Physical Assessment.
- 2) Physical Assessment times will be used as a tool to confirm employment placement for an individual should all other requirements be met by more than one qualifying individual for the position.
- 3) Returning SAPR's from previous years must pass the Physical Assessment in order to be considered for employment.

Physical Assessment at Cooper's Island

Map/Route Layout: (please see Appendix A)

Equipment: A stop watch, good running shoes and a personal cycling helmet are required for the physical assessment.

- Pedal cycles in good working order will be provided however candidates that wish to provide their own may do so at their own risk, mountain and/or off road bikes are recommended.
- Rash guards are additionally recommended to be worn during the swim portion of the PA but are not mandatory. Wetsuits are also allowed to be worn for the swim portion however there will be no additional time given to put it on/take off once the PA has commenced.

General Instructions: Individuals personal swimwear and any additional running gear (i.e. towel, rash guard, etc.) should be left at the cycle start.

- After a very short briefing, candidates will have 14 minutes to complete cycle portion of the Physical Assessment and will have an additional 4 minutes to get ready for the subsequent event (Run Assessment).
- The run portion of the event will then commence after a short briefing in which candidates will have only 10 minutes to complete. Another additional 4 minutes will be given to candidates after the cut-off time (12 minutes) to get ready for the swim event and final portion of the Physical Assessment.
- After a short briefing, candidates will be given the 1 and 2 minute segments to complete the swim assessment tasks (see Appendix A) before completing the swim event overall in 4 minutes or less.

Special Notes to Consider

Candidates must pass all events within the time requirements to pass the Physical Assessment. Please note that candidates that finish an event in less than the required cut-off times will have more time (more than 4 minutes) to get ready for the next event. The clock will start regardless if a candidate is ready or not for the proceeding event. The PA total estimated time of completion is 38 minutes.

It is possible that Physical Assessments may need to be postponed due to unforeseen circumstances or for reasons beyond the control of the senior Park Ranger. In these instances, Physical Assessments will be rescheduled as soon as possible and potential candidates will be notified as soon as possible.



Cycle Assessment

Points to Note:

- helmet must be properly fitted and secured to the candidate at all times
- assessment consists of two loops in total
- each lap is 1 mile for a total of 2 miles cycled
- yellow line denotes mostly paved terrain
- orange pattern denotes off road terrain consisting of easy to moderate inclines and declines
- pink shape denotes emergency access gate in which participants must safely negotiate lifting cycle over gate or safely negotiate the cycle through the pedestrian gate access and continue along course loop
- emergency cones will be placed along course to denote path to be taken
- participants must always stay to the LEFT of the cones

1) Mounted on bike with helmet fastened and feet on ground behind the starting line, participant begins the timed assessment by cycling south and completing 2 loops of the course in a clockwise pattern

2) The participant must complete the course in 14 minutes or less to pass this assessment

FINISH



START

Run Assessment

1) From the starting line, the participant begins the timed assessment by running south towards Long Bay.

-Turn left on to Long Bay along the natural access and continue along the beach. Head towards the road along the natural access after passing the Lifeguard tower.

-Run along the road and turn right heading along the asphalt and natural path entering Well Bay.

-Continue along Well Bay and exit at the far end along the natural path meeting the asphalt road before heading back to the finish line.

2) The participant must complete the course in 12 minutes or less to pass this assessment

Points to Note:

- assessment consists one loop in total
- one loop is 0.70 miles
- emergency cones will be placed along course to denote path to be taken
- appropriate running shoes must be worn

Swim Assessment

1) From the starting line, the participant begins the timed assessment by swimming out and making contact with the buoy located 25 meters from shore within 1 minutes

2) The participant must then tread water for 2 minutes

3) On completion of treading water, the participant then has 1 additional minute to return back to the starting point to complete the assessment.

Points to Note:

- appropriate swim wear must be worn
- care and caution must be exercised when entering and exiting the water
- the facilitator for this assessment will let you know when the minute intervals start and stop before finally being instructed to safely return to the finish line
- each individual swim segment must be completed within the allotted time frame(s)

