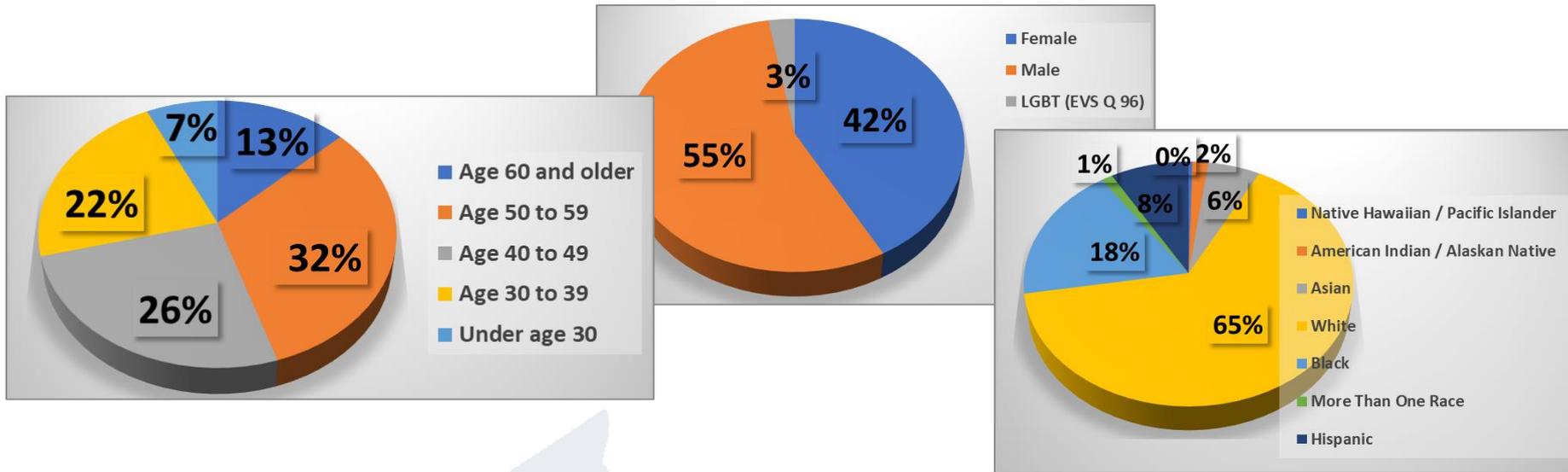




---

# 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



# 1

## OVERVIEW

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

# 2

## 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

# 3

## 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



**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!**

[SIGN UP](#)

Already a member?  
[LOGIN](#)

Made Possible by our Founding Sponsors

### Welcome to TYO

First Name

Last Name

Job Title

Organization

Email Address

How did you hear about us?

I have read, understood, and agreed to both the [Terms of Service](#) and [Privacy Policy](#).

**Start Path**

**OUTDOOR CAREERS TOOLKIT**  
**Outdoor Recreation and Conservation Careers Toolkit**  
Created by TYO Outdoor Careers | 4 sections | 34 courses | Last Updated Jan 31, 2017

Overview | Discuss | Learners | Similar

### 1 OVERVIEW

2 items

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.

- GUIDE Introduction and Overview to Outdoor Recreation and Conservation Careers (001)**  
13 learners | TYO  
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.
- GUIDE Case Studies for Outdoor Recreation and Conservation Careers (002)**  
10 learners | TYO  
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.

### 2 GOVERNMENT OUTDOOR CAREERS

6 items

Pursing 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.

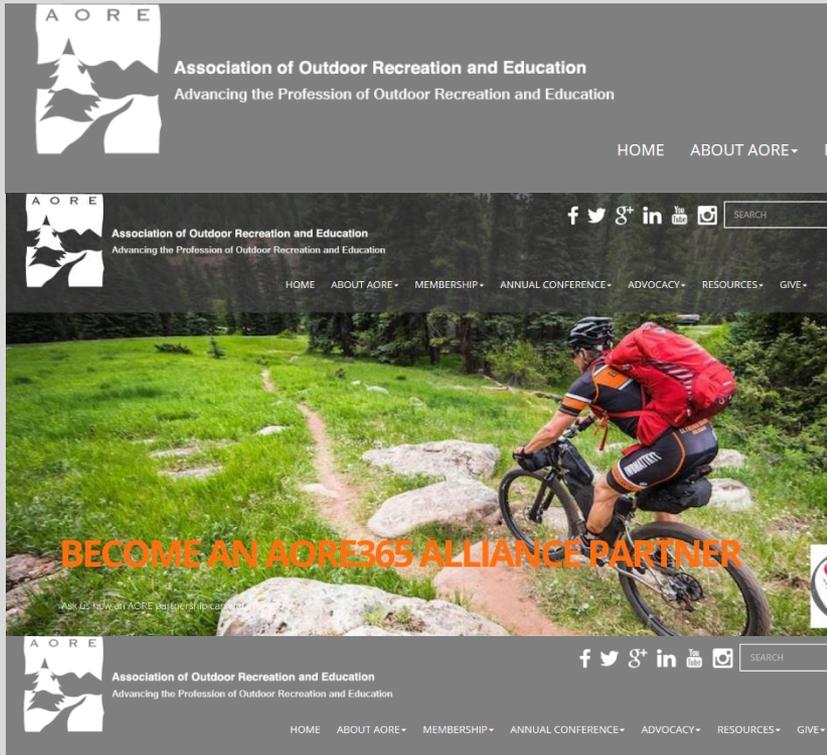
- GUIDE Federal and Regional Government Outdoor Fields of Occupation (003)**  
5 learners | TYO  
This guide introduces many of the different outdoor and recreation fields that one might focus on to pursue a career in the outdoors.
- GUIDE Federal Government Agencies: Outdoor Career Opportunities (004)**  
6 learners | TYO  
Get an overview of the federal agencies that provide a variety of outdoor career opportunities.
- GUIDE Regional Government Agencies: Outdoor Career Opportunities (005)**  
4 learners | TYO  
This guide takes a look at close to home outdoor career opportunities that can be found locally and on a statewide level.
- GUIDE Finding and Applying for a Government Job (006)**  
4 learners | TYO  
Government jobs often have their own unique hiring process which is different than the hiring process for other sectors. This guide will help you understand and navigate this process.
- GUIDE Navigating the USAJobs.com site (007)**  
4 learners | TYO  
Understanding USAJobs is an essential part of applying for a job with the federal government. This guide will walk you through the process step-by-step and give you tips and tricks to help demystify the process.
- GUIDE Creating a Resume and Resources for Federal Government Jobs (012)**  
4 learners | TYO  
Resumes and cover letters for government jobs are unlike traditional job openings. Use this guide to help you navigate this unique landscape so you can put your best foot forward.

### 3 NONPROFIT, EDUCATION, AND FOR PROFIT OUTDOOR CAREERS

3 items

While the government sector provides many outdoor career opportunities, there are a few more important sectors you should consider: the nonprofit, education, and for profit sectors offer great career opportunities to share your passion for the outdoors with others. Despite offering similar career options they are very different than working for the government.

- GUIDE Nonprofit and Education Outdoor Career Opportunities (008)**  
5 learners | TYO  
This guide will help you understand and navigate the many career opportunities within the nonprofit and education sectors.



## 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 to 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](#)

This guide introduces a variety of regional government agencies that provide a variety of outdoor career opportunities.

1

# OVERVIEW

2

3



GUIDE:

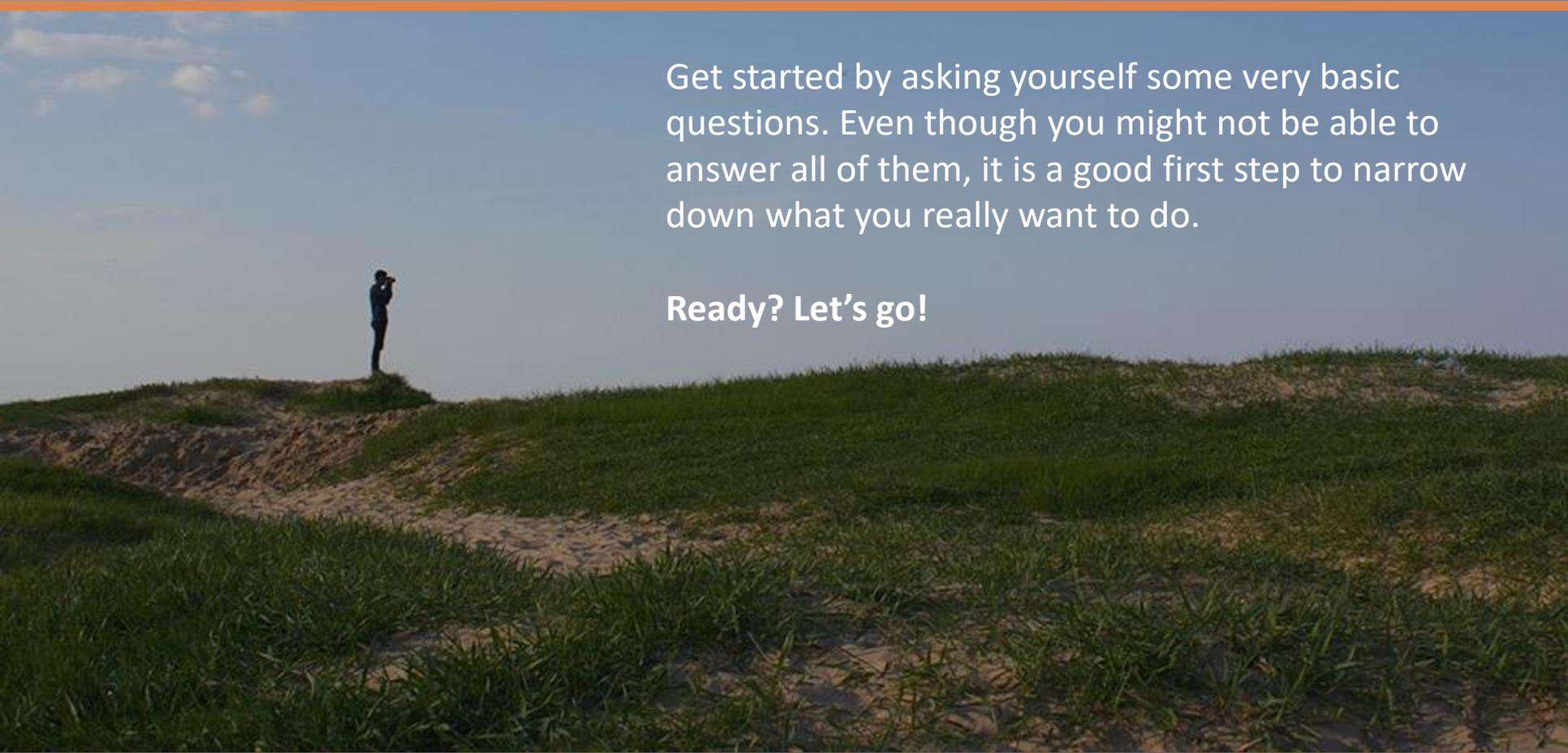
INTRODUCTION AND OVERVIEW TO  
OUTDOOR RECREATION AND CONSERVATION  
CAREERS

# 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

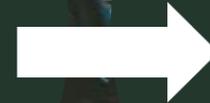
---

### 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



# 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

1

# OVERVIEW

2

## CASE STUDIES

FOR OUTDOOR RECREATION  
AND CONSERVATION CAREERS

3

## Education Director

**BEN LAWHON**  
Leave No Trace Center for Outdoor Ethics



I joined the Leave No Trace Center for Outdoor Ethics staff in 2001, where I serve as the Education Director. My current responsibilities include research, curriculum development, management of national education and training programs and coordinating general outreach efforts. Previously I worked as the Associate Regional Representative for the Appalachian Trail Conservancy in Asheville, North Carolina from 1997-2001. While with ATC I was responsible for open-area management, volunteer training, oversight of regional ridgerunner/caretaker programs and trail crews, and development of strategies for sanitation on the AT. I also worked as an American Canoe Association whitewater-kayak and swiftwater rescue instructor. I have a B.S. in Natural Resources Management from the University of Tennessee and an M.S. University in Human Dimensions in Resources from Colorado State University. I am an avid outdoor enthusiast, enjoying whitewater paddling, ice fishing.

Working in the conservation field can be incredibly rewarding but is full of challenges. The greatest challenge is not become jaded by seeing ever-increasing impacts to our shared public lands. I work for an organization that people love to enjoy the outdoors responsibly, which seems simple enough. However, education is a challenge that takes time. That means you have to stay positive, keep your focus, and know that one person can make a difference.

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

## Inspiring Connections Outdoors Program Manager

**GRACE ANDERSON**  
Sierra Club



I just knew that I was going to be an elementary school teacher and then I discovered my connections outdoors on a spring break trip with the Student Conservation Association in Inlatah Tree National Park. I was hooked and the day after graduating with a Sociology degree, I moved to North Dakota where I taught environmental education at a state park. Since then I've stayed in the field with organizations such as NOLS, GirlVentures and Conservation Partnerships. I've also worked in the outdoors courses in backpacking, kayaking and climbing - where I've gotten the opportunity to be with people who have a strong connection to the outdoors. Currently, I manage the Inspiring Connections Outdoors Program (ICO) at the Sierra Club to connect youth with limited access to the outdoors.

I'm most often confronted with being the only woman of color in these wild spaces. Sometimes I feel lonely, but I have been encouraged lately to be less and less of a challenge as many organizations, like ICO, are creating welcoming and encouraging spaces for people of color to engage in the outdoors on their own terms. And that's what I love about my job, being able to help the many diverse people that want to connect with the outdoors.

## Senior Wholesale Marketing Coordinator

**CHRISTINE HAWK**  
prAna



My name is Christine Hawk, most call me 'Chawky', and I am the Senior Wholesale Marketing Coordinator at prAna. I currently plan all of our merchandise for our wholesale market, roughly 12 per year. I also coordinate marketing materials, including online signage, event swag, web assets, and listserve materials for our wholesale accounts.

I started working in retail at the age of 16 for an action sports company then landed a corporate job in the industry at the age of 20. I worked my way up from there starting at the bottom and learning and growing along the way, which brought me to where I am today.

Since I jumped right into the industry I had to challenge myself to work very hard and learn everything I could so that not having a degree wouldn't be a burden on me when trying to find a new job. I learned that experience and hard work was key in this fast paced industry I was in.

Working for a company that is committed to the SEVA (selfless service) work we are all encouraged to do here at prAna. There are always opportunities to grow and working for a company whose values align with yours is extremely fulfilling.

## Park Ranger II, Environment Education Specialist

**LAURA LACERTE**  
Highlands Ranch Metro District



My name is Laura Lacerte and I am a Park Ranger and Environmental Education Specialist for Highlands Ranch Metro District. As a Park Ranger at Highlands Ranch, our main duty is patrolling the parks, trails and open spaces owned by the Metro District. I am also in charge of the environmental education programs for kids up to adults.

While attending Colorado State University in Fort Collins, I began working seasonally at Lake Pueblo State Park during my breaks. After graduation, I continued seasonal work with Lake Pueblo. I gained a lot of valuable experience from those seasonal positions. My first full-time position was with the City of Aurora, where I worked as an Inspective Park Ranger at the Morrison Nature Center at Star K Ranch. I have been with Highlands Ranch for seven years.

At times, it was difficult to find a permanent, full-time job with a natural resource agency. When you put in enough seasonal time with an agency, it definitely makes it easier for them to hire you when they know you and your work ethic.

I enjoy teaching programs the most! I want to get folks excited about nature and wildlife. I want people to walk away from a program and think differently.

## 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, where I support mine teams with the most up-to-date maps and satellite imagery. OSMRE teams use the maps to monitor mine reclamation and enforce mine permit rules and regulations based off of the Surface Mining Control and Reclamation Act 1977, also known as SMCRA.

I graduated from college at the University of Washington located in Seattle with a Bachelor's of Arts in Geography. After I graduated from college, I interned at OSMRE in Denver, CO. I interned at OSMRE for 2 years and then accepted a position, Mining, and Safety (DRMS). I worked at DRMS for 5 months until I

was promoted to a full-time position as a Geographer for both OSMRE and at the state of Colorado DRMS. One challenge that I have faced in the office knew how to use. I taught myself how to use GIS to do my own internet research, and ultimately to do my own project (intimidating but also the most rewarding).

Being able to work with so many different people, across the country, who are

## 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 grant 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 Motivation Program, National Park Service and United States Forest Service. I obtained a Bachelor's of Science in Biology from Fort Lewis College and used work-study aid to work in the biology department as an undergrad. I held seasonal jobs several years before I earned a Master's of Science in Forestry from Colorado State University. I then accepted a position with the Colorado State Forest Service, Franktown District. I later moved to the Fort Collins District and was promoted to Assistant District Forester.

My greatest challenge was to compete for a full-time career in locations that I desired.

My current job allows me to work with a variety of different people. There is a lot of flexibility and autonomy on how I accomplish my tasks. I like that each day is different and that I have opportunities to take on different projects and learn new skills.

1

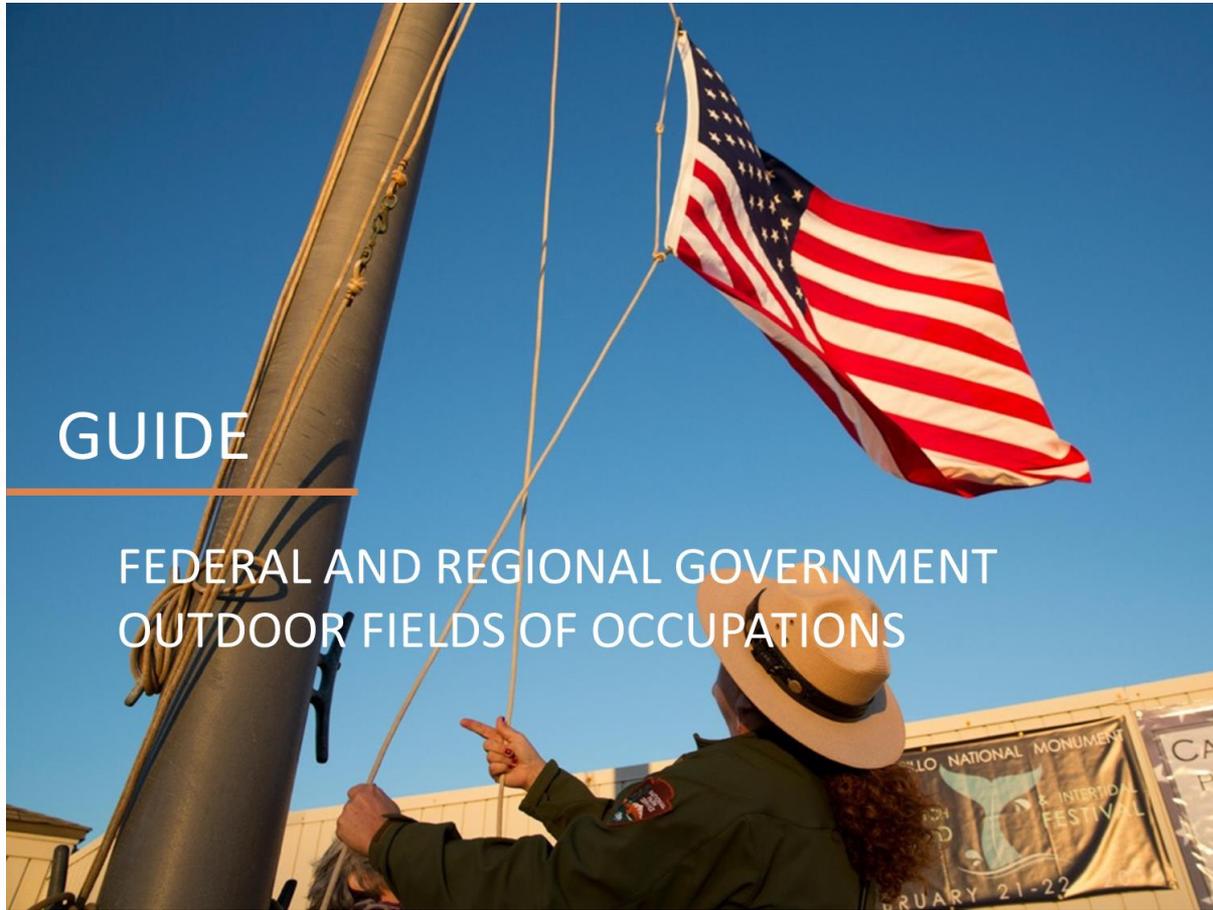
# GOVERNMENT OUTDOOR CAREERS

2

## GUIDE

FEDERAL AND REGIONAL GOVERNMENT  
OUTDOOR FIELDS OF OCCUPATIONS

3





# 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 Education is required?

Entry 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.

## 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](#),

## What is a wildlife and fisheries professional?

A fish and wild life 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 wild life 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.

## 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



Sourced 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

1

# GOVERNMENT OUTDOOR CAREERS

2

## GUIDE

FEDERAL GOVERNMENT AGENCIES:  
OUTDOOR CAREER OPPORTUNITIES



3

# 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

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 occupation and see if they fit your career aspirations.

If so, we encourage you to go by going to the individuals' profiles and learn more of their mission and accomplishments, every day opportunities.

The screenshot shows the Bureau of Land Management (BLM) website page titled "Bureau of Land Management | US Department of Interior". The page is divided into several sections:

- The Mission:** A brief statement about the BLM's role in managing public lands.
- Overview:** A paragraph describing the BLM's mission and the types of jobs available.
- Typical Careers:** A list of job titles such as Biologist, Geologist, and Wildlife Manager.
- Benefits working with a federal agency:** A list of benefits including health insurance, retirement, and paid leave.
- Student Jobs and Internships:** Information about opportunities for students and interns.
- Useful Links:** A list of links to various BLM resources and programs.



# Bureau of Land Management | US Department of Interior

## 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

- Archaeologist
- 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
- Reality 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](#) (FSAFEDS)
- [Federal Long Term Care Insurance Program](#) (FLTCIP)
- [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.opm.gov/index.asp> or <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](https://www.usajobs.gov/) – Job search page <https://www.usajobs.gov/>
- [YouthGo.gov](https://youthgo.gov/) – Overview about occupations and education in relevant to government outdoor careers <https://youthgo.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](http://www.blm.gov/wo/st/en/res/blm_jobs/our_careers/career_cards.html)
- To review Hiring process visit [http://www.blm.gov/wo/st/en/res/blm\\_jobs/how\\_to\\_apply/hiring\\_process.html](http://www.blm.gov/wo/st/en/res/blm_jobs/how_to_apply/hiring_process.html)
- Careers information - How to Apply [http://www.blm.gov/wo/st/en/res/blm\\_jobs/how\\_to\\_apply.html](http://www.blm.gov/wo/st/en/res/blm_jobs/how_to_apply.html)

1

# GOVERNMENT OUTDOOR CAREERS

2

GUIDE

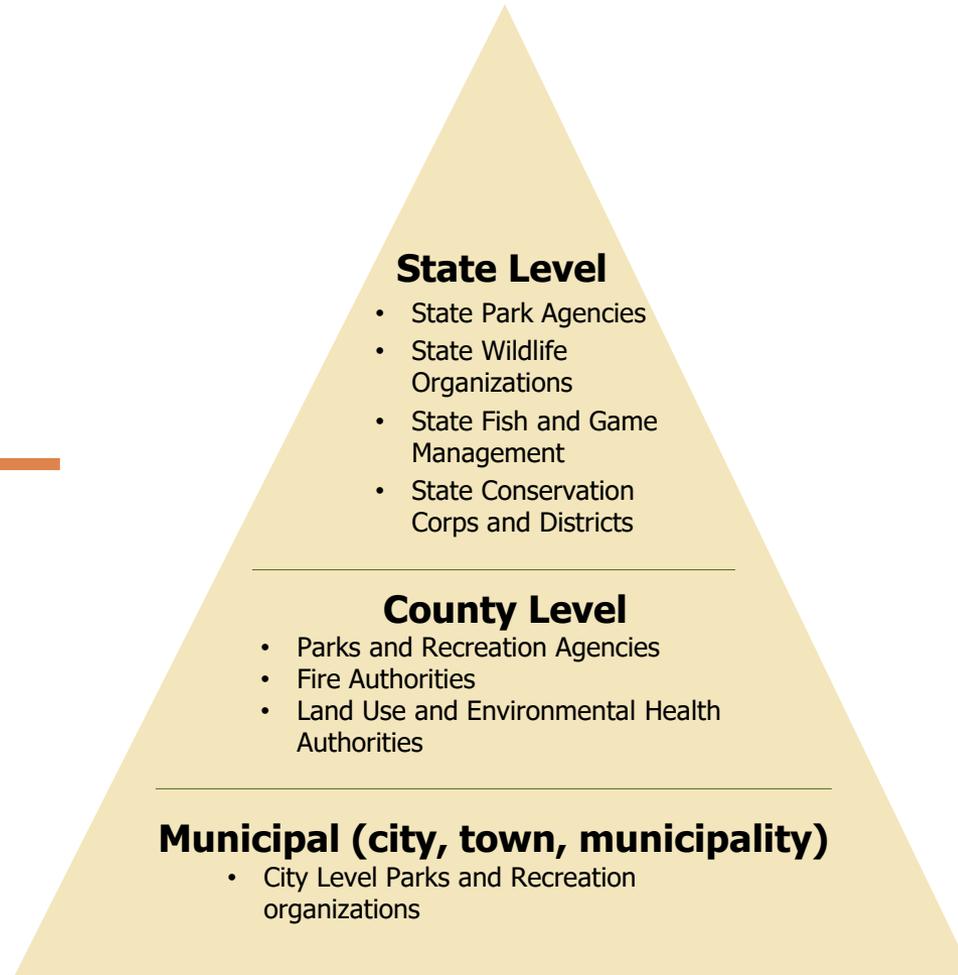
3

REGIONAL GOVERNMENT AGENCIES:  
OUTDOOR CAREER OPPORTUNITIES

# What Kind of Regional Agencies are there?

**State, county, and local government have a variety of agencies that provide opportunity for work in and for the outdoors:**

---



# 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](http://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/](http://www.adeca.alabama.gov/)
- Careers in Conservation <http://www.outdooralabama.com/careers-conservation>

## 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/>

## 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>

## Connecticut

- Department of Energy and Environmental Protection (DEEP). Includes departments of Energy, Environmental Quality, Natural Resources, and Outdoor Recreation <http://www.ct.gov/deep/site/default.asp>
- DEEP Job Opportunities [www.ct.gov/deep/jobs](http://www.ct.gov/deep/jobs)

## 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>

## Arkansas

- Arkansas State Agencies. Includes Agriculture Department, Alternative Energy Commission, Environmental Quality, Forestry, Game and Fish Commission, Geographic Information Systems, Geology, Natural & Cultural Resources, Parks, Recreation & Travel, and State Parks. <http://www.arkansas.gov/government/agencies>
- Arkansas Sate Jobs <http://www.arkansas.gov/jobs/>

## 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>

## Delaware

- Department of Natural Resources and Environment Control (DNREC). Includes the divisions of Energy & Climate, Coastal Programs, Air Quality, Waste & Hazardous Substances, Water, Fish & Wildlife, Parks & Recreation, and Watershed Stewardship. <http://www.dnrec.delaware.gov/Pages/Divisions.aspx>
- Delaware Youth Conservation Corps <http://www.destateparks.com/volunteers/ycc/>
- DNREC Jobs <http://www.dnrec.delaware.gov/Pages/Employment.aspx>

1

# GOVERNMENT OUTDOOR CAREERS

2

## GUIDE

FINDING AND APPLYING FOR  
A GOVERNMENT JOB



3

## YOUR PATH TO WORKING WITH A GOVERNMENT AGENCY

*NOT A SPRINT BUT A MARATHON*

## SEARCHING FOR A GOVERNMENT JOB

*COMPETITIVE AND CONCEPTIVE SERVICES*

## HOW GOVERNMENT JOBS ARE ORGANIZED

*OCCUPATIONAL SERIES, JOB CATEGORIES, GRADES*

## SEASONAL WORK

*STARTING POINT FOR A CAREER, UPGRADES INTO PERMANENT EMPLOYMENT, SPECIAL PROMOTION OPPORTUNITIES, TYPES OF SEASONAL WORK*



## WHERE AND HOW TO START

*U.S. OFFICE OF PERSONNEL MANAGEMENT (OPM), WEBSITES FEDERAL AGENCIES, USAJOBS, OTHER JOB PORTALS*

## WHAT YOU NEED TO APPLY

*STEPS TO APPLY, THE FEDERAL RESUME, APPLICATION QUESTIONNAIRES, SUPPORTING DOCUMENTS*

## “A FOOT IN THE DOOR”: SPECIAL PROGRAMS

*INTERNSHIPS, PATHWAY PROGRAMS, VISTA AMERICORPS*

## HELPFUL RESUME WEBSITES, POWER POINTS, AND VIDEOS

# 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.

1

# GOVERNMENT OUTDOOR CAREERS

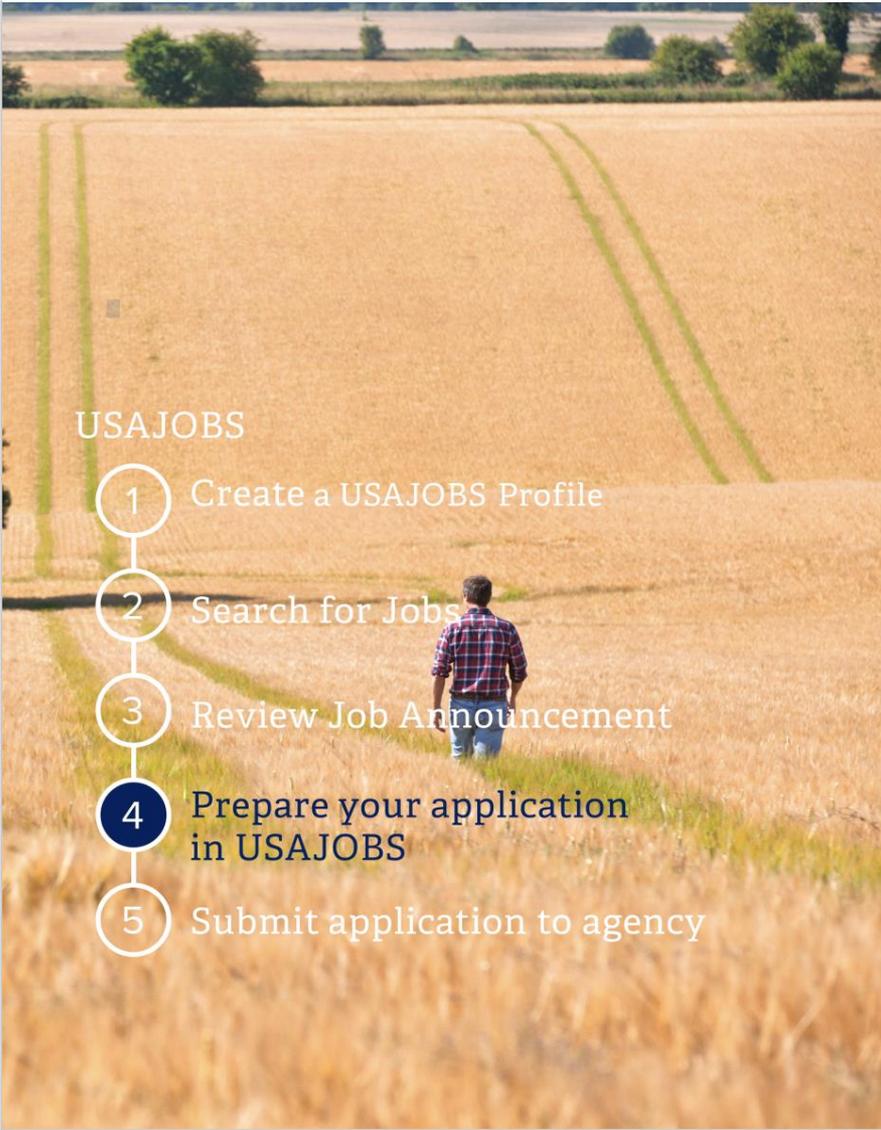
2



**GUIDE:**

## **Navigating the USAJOBS site**

3



# USAJOBS

- 1 Create a USAJOBS Profile
- 2 Search for Jobs
- 3 Review Job Announcement
- 4 Prepare your application in USAJOBS
- 5 Submit application to agency

## 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.



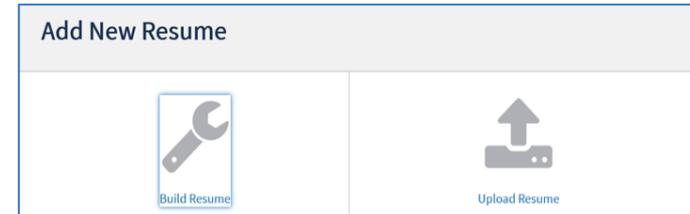
After logging into your account, you will be directed through the following steps:

### 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:



GUIDE: NAVIGATING THE USAJOBS SITE

1

# GOVERNMENT OUTDOOR CAREERS

2



3

GUIDE

## Creating a Resume and Resources for Federal Government Jobs

## TABLE OF CONTENTS

<b>1. The Federal Resume</b> .....	<b>4</b>
1.1 Prepare Your Resume: Match your skills and job requirements.....	4
1.2 Create Your Resume.....	5
1.3 Edit and Format Your Resume.....	6
<b>2. The Application Questionnaire</b> .....	<b>7</b>
<b>3. Cover letter and Supporting Documents</b> .....	<b>8</b>
<b>4. Appendix</b> .....	<b>10</b>
4.1 Appendix: Links to Additional Resources.....	10
4.2 Appendix: Sample Cover letter.....	11
4.3 Appendix: Sample Resume with comments.....	12
4.4 Appendix: Resume sample for US Fish and Wildlife Service.....	15

## 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 USAJOB site and to understand federal job postings is a complex task and is described in detail in the guide "Navigating USAJOB.com".
3. Once you have found a job listing that fits your profile, applying for this specific job is 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
- Confirms you meet minimum qualifications
- Self-assessment questions



#### Supporting Documents

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



### 4.3 Appendix: Sample Resume with comments

#### ABRAHAM LINCOLN

111 President Drive  
Washington DC 20005 US  
Mobile: 202 200 2222  
Email: [alincob@statepresidents.com](mailto:alincob@statepresidents.com)

Country of Citizenship: United States of America  
Veterans' Preference: No  
Highest Grade: GS-02-00/04/XX-08/XX  
Availability: Job Type: Permanent, Temporary, Recent Graduate  
Work Schedule: Full Time  
Desired Locations: US-DC-Washington Metro  
US-VA-Arlington  
US-VA-Alexandria

Work Experience: Department of State (Educational and Cultural Affairs) Washington, DC US 9/20XX - 8/20XX  
Grade Level: GS  
Hours per week: 40

#### Public Affairs Assistant

Supervisor: John Smith (XXX-222-2222)

Okay to contact this Supervisor: Yes

- Supervised two contractors on communications, ensured project was delivered on time and budget
- Contacted and pitched media for program publicity resulting in four newspaper articles and two interviews
- Researched public affairs best practices in private sector and government, resulting in five adopted measures that improved agency performance
- Facilitated biweekly team meetings and conducted monthly diversity training presentations for twenty to thirty internal staff members
- Participated in team brainstorm sessions to analyze organizational problems and improve efficiency

Department of State (Educational and Cultural Affairs) Washington, DC US 9/20XX - 8/20XX  
Grade Level: NA  
Hours per week: 20

#### Intern

Supervisor: John Smith (XXX-222-2222)

Okay to contact this Supervisor: Yes

- Wrote fifteen articles about foreign education initiatives in Bureau newsletter and press releases
- Drafted twenty memoranda for the Undersecretary of State
- Assembled financial and budget information for use in Educational and Cultural Affairs internal materials
- Assisted with administrative tasks such as filing documents and organizing meeting logistics

Comment [117]: The resume includes the 4 professional job titles for federal employees, especially employees in professional, technical, administrative or clerical positions.

Comment [118]: This is a federal job listing for a GS-02 grade.

Comment [119]: This is a federal job listing for a GS-02 grade.

Comment [124]: Good way to highlight related experience.

Comment [125]: Nice to see an internships, write out Educational and Cultural Affairs and USA.



# 1 NONPROFIT, EDUCATION, AND FOR PROFIT OUTDOOR CAREERS

2

3



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. Recreation professionals

## Environmental Education

Environmental Education programs facilitate learning that increases knowledge and awareness about the environment and its associated

## 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

Conservations 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, climbing, canoeing, 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 (but 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/WFR, 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 services 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  
• Internship Guide  
• Field Instructor  
• Outreach Coordinator  
• Program Coordinator  
• Logistics Coordinator  
• Recreation Coordinator  
• Recreation Manager  
• River Rafting Guide  
• Rock Climbing Guide  
• Ski/Snowboarded Instructor  
• Sports Coordinator  
• Trail 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

# 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
- Afterschool 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.

Source	Link
LinkedIn	<a href="https://www.linkedin.com/">https://www.linkedin.com/</a>
The Outdoor Professional's Resource	<a href="http://www.outdoored.com">www.outdoored.com</a>
Association of Outdoor Recreation and Education	<a href="http://www.aore.org">www.aore.org</a>
Association for Experiential Education	<a href="http://www.aee.org">www.aee.org</a>
Indeed.com "outdoor education"	<a href="http://www.indeed.com/jobs?q=outdoor+education&amp;l=San+Diego%2C+CA">http://www.indeed.com/jobs?q=outdoor+education&amp;l=San+Diego%2C+CA</a>
National Outdoor Leadership School	<a href="http://www.nols.edu">www.nols.edu</a>
National Recreation and Park Association	<a href="http://www.nrpa.org/careers/">http://www.nrpa.org/careers/</a>
Backdoor Jobs, Short-term job adventures	<a href="http://www.backdoorjobs.com">http://www.backdoorjobs.com</a>
Camp Channel jobs	<a href="http://www.campchannel.com/jobboard/">http://www.campchannel.com/jobboard/</a>
Cool works, Jobs in Great Places	<a href="http://www.coolworks.com">http://www.coolworks.com</a>
National Association for Therapeutic Schools and Programs	<a href="https://www.natsap.org/Public/Default.aspx?hkey=3eb162c8-8572-48d6-a4b0-8f77303d1751&amp;WebsiteKey=a6db6176-2e1f-4120-ad6e-c64e14a4337a">https://www.natsap.org/Public/Default.aspx?hkey=3eb162c8-8572-48d6-a4b0-8f77303d1751&amp;WebsiteKey=a6db6176-2e1f-4120-ad6e-c64e14a4337a</a>
Idealist	<a href="http://www.idealist.org/">http://www.idealist.org/</a>

# 1 NONPROFIT, EDUCATION, AND FOR PROFIT OUTDOOR CAREERS

2

3

## 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.

## Retail

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.

## Brands and Manufacturing

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.

## Guides and Outfitters

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.

## Natural Resources / Energy

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.

# OUTDOOR BRANDS & MANUFACTURING

## 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, Clif 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

## 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.

Source	Link
Outdoor Industry Association Career Center	<a href="http://careers.outdoorindustry.org">http://careers.outdoorindustry.org</a>
Outdoor Industry Jobs	<a href="http://www.OutdoorIndustryJobs.com">www.OutdoorIndustryJobs.com</a>
Malakye	<a href="https://www.malakye.com/">https://www.malakye.com/</a>
Camber Outdoors	<a href="http://jobs.camberoutdoors.org">http://jobs.camberoutdoors.org</a>
Eco Jobs: Natural Resources and Conservation	<a href="http://www.ecojobs.com/natural-resource-and-conservation-jobs.htm">http://www.ecojobs.com/natural-resource-and-conservation-jobs.htm</a>
Eco Jobs: Renewable Energy	<a href="http://www.ecojobs.com/renewable-energy-jobs.htm">http://www.ecojobs.com/renewable-energy-jobs.htm</a>
Eco Jobs: Environmental Policy and Regulation	<a href="http://www.ecojobs.com/environmental-policy-and-regulation-jobs.htm">http://www.ecojobs.com/environmental-policy-and-regulation-jobs.htm</a>
National Outdoor Leadership School	<a href="http://www.nols.edu">www.nols.edu</a>
National Recreation and Park Association	<a href="http://www.nrpa.org/careers/">http://www.nrpa.org/careers/</a>
Association of Outdoor Recreation and Education	<a href="http://www.aore.org">www.aore.org</a>

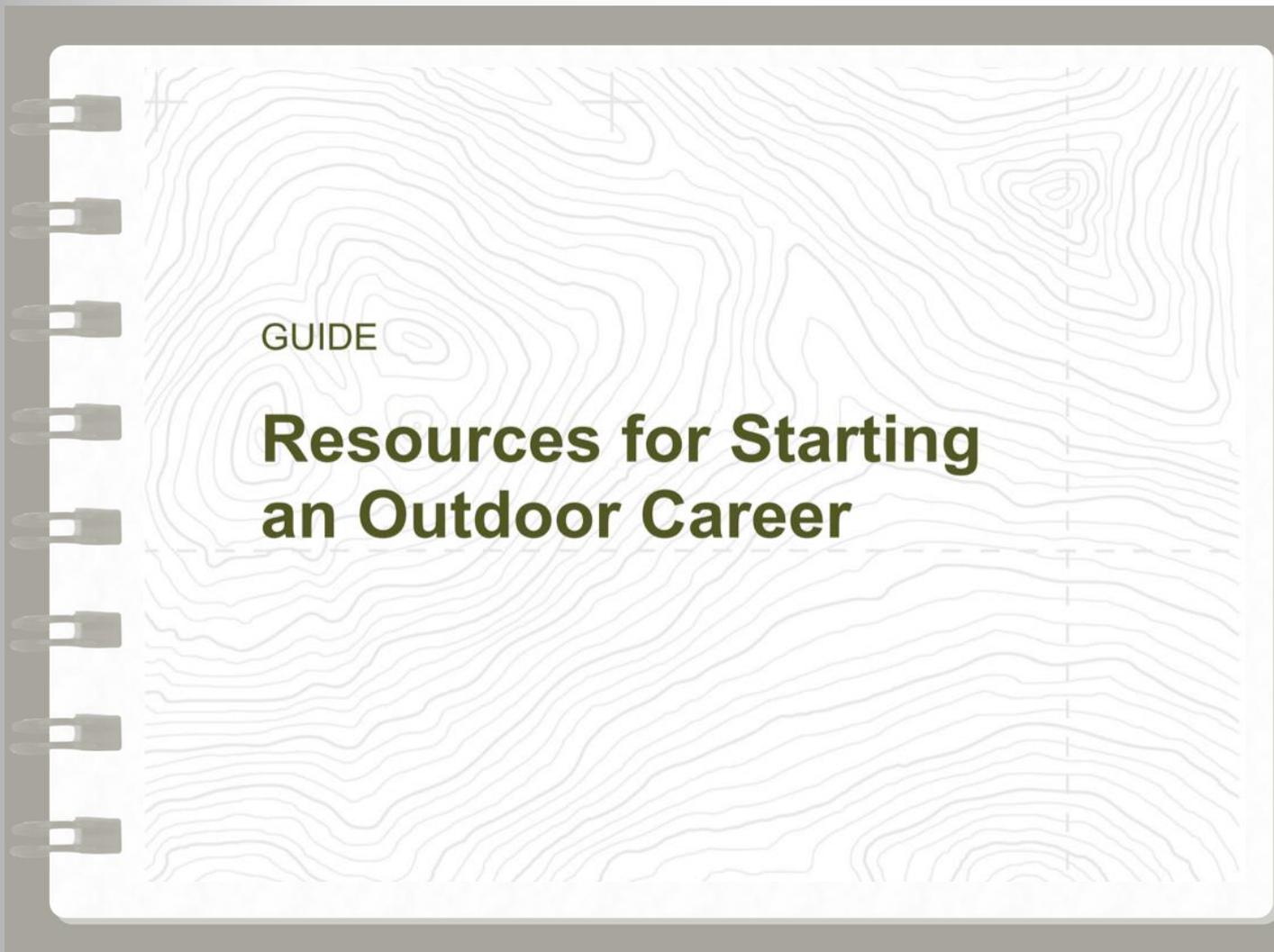
**PROFESSIONAL ORGANIZATIONS:** These are great for networking, job searching, and professional development. Connecting with others in your field can often lead to career opportunities and growth. Here are some organizations that are relevant to a career in the outdoor industry.

Source	Link
Outdoor Industry Association	<a href="https://outdoorindustry.org">https://outdoorindustry.org</a>
Camber Outdoors	<a href="http://camberoutdoors.org">http://camberoutdoors.org</a>
American Canoe Association (ACA)	<a href="http://www.americancanoe.org">http://www.americancanoe.org</a>
American Mountain Guide Association (AMGA)	<a href="https://amga.com">https://amga.com</a>
Adventure Travel Trade Association	<a href="http://www.adventuretravel.biz">http://www.adventuretravel.biz</a>
Association of Outdoor Recreation and Education	<a href="http://www.aore.org">www.aore.org</a>

# 1 NONPROFIT, EDUCATION, AND FOR PROFIT OUTDOOR CAREERS

2

3



## TABLE OF CONTENTS

1. Introduction .....	3
2. How to build a resume .....	3
3. The cover letter .....	5
4. Interviewing techniques and tips .....	5
5. Follow up.....	6
6. Networking and relationship building .....	
7. Appendix .....	
7.1 Appendix A: Sample combined resume	
7.2 Appendix B: Sample cover letter .....	
7.3 Appendix C: Sample Letter Requesting	
7.4 Appendix D: Sample Thank-You Letter	
7.5 Appendix E: Sample Resume switching	

### TIP

Be mindful of the address you include. College students tend to move often, so include a permanent address, such as your parent's address. Take care with your e-mail address too. Make your user ID related to your name, not any nickname attributions. If you want to appear professional and if your personal e-mail address is not appropriate, set up a new account just for job searches.

Depending on the job you are applying for you might want to change the format of your resume, traditional resume formats are always safe but if you are applying for a creative type job you may be able to also get creative with your resume. In general there are 3 basic types of resume formats.

- **Chronological:** The style resume lists your past jobs by date. Chronological resumes are considered a traditional style of resume and is great if your career path is 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 your skills are a great match for the job/career you want and less focused on who you worked for or where.
- **Combined:** While you might lead with skills and accomplishments, these are followed by a job history in chronological order. These resumes can get a bit long but are comprehensive.

This online article, [How to Write a Masterpiece of a Resume](#), provides good advice and a comprehensive look at what should go into each part of your resume!

ALSO: Your academic and volunteer experience is relevant:

## 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

email@example.com

#### Professional Summary

Experienced Outdoor Teacher with tremendous passion for the environment conservation adventure and outdoor 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 enjoying 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 conservational 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**  
Naysmith, 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 even on outdoor activities such as hikes or rafts
- Assist new teachers in the proper techniques and strategies of teaching

**Outdoor Education Teacher**  
Brighton Camp

**5/1/2007 - 4/1/2011**  
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 campouts and exploration adventures
- Taught students how to set up a campsite both with and without equipment

OUR RESOURCES | WHY WE EXIST | HOW IT WORKS | WHO WE ARE | OUR PARTNERS | NEWS | DONATE | CONTACT

# 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!

[SIGN UP](#)

Already a member?

[LOGIN](#)

Made Possible by our Founding Sponsors

OUR RESOURCES | WHY WE EXIST | HOW IT WORKS | WHO WE ARE | OUR PARTNERS | NEWS | DONATE | CONTACT

## Welcome to TYO

First Name

Last Name

Job Title

Organization

Email Address

How did you hear about us?

I have read, understood, and agreed to both the [Terms of Service](#) and [Privacy Policy](#).

OUR RESOURCES | WHY WE EXIST | HOW IT WORKS | WHO WE ARE | OUR PARTNERS | NEWS | DONATE | CONTACT

OUR RESOURCES | WHY WE EXIST | HOW IT WORKS | WHO WE ARE | OUR PARTNERS | NEWS | DONATE | CONTACT

Start Path

Outdoor Recreation and Conservation Careers Toolkit

Created by TYO Outdoor Careers | 4 sections | 14 courses | Last Updated (Jan 31, 2017)

Overview | Discuss | Learners | Similar

### 1 OVERVIEW

2 items

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.

- GUIDE Introduction and Overview to Outdoor Recreation and Conservation Careers (001)**  
13 learners | TYO  
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.
- GUIDE Case Studies for Outdoor Recreation and Conservation Careers (002)**  
10 learners | TYO  
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.

### 2 GOVERNMENT OUTDOOR CAREERS

6 items

Pursing 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.

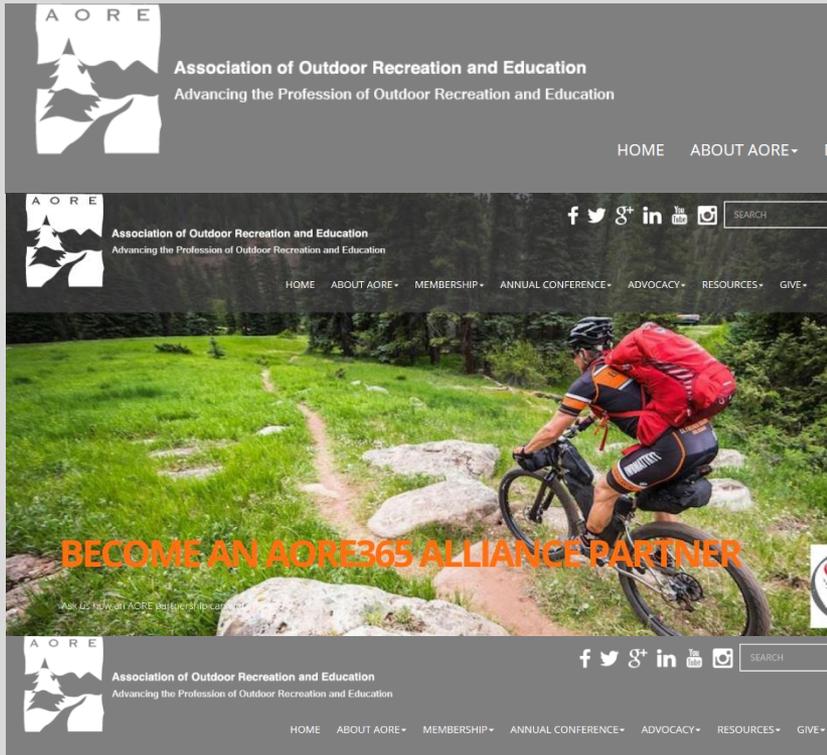
- GUIDE Federal and Regional Government Outdoor Fields of Occupation (003)**  
5 learners | TYO  
This guide introduces many of the different outdoor and recreation fields that one might focus on to pursue a career in the outdoors.
- GUIDE Federal Government Agencies: Outdoor Career Opportunities (004)**  
6 learners | TYO  
Get an overview of the federal agencies that provide a variety of outdoor career opportunities.
- GUIDE Regional Government Agencies: Outdoor Career Opportunities (005)**  
4 learners | TYO  
This guide takes a look at close to home outdoor career opportunities that can be found locally and on a statewide level.
- GUIDE Finding and Applying for a Government Job (006)**  
4 learners | TYO  
Government jobs often have their own unique hiring process which is different than the hiring process for other sectors. This guide will help you understand and navigate this process.
- GUIDE Navigating the USAJobs.com site (007)**  
4 learners | TYO  
Understanding USAJobs is an essential part of applying for a job with the federal government. This guide will walk you through the process step-by-step and give you tips and tricks to help demystify the process.
- GUIDE Creating a Resume and Resources for Federal Government Jobs (012)**  
4 learners | TYO  
Resumes and cover letters for government jobs are unlike traditional job openings. Use this guide to help you navigate this unique landscape so you can put your best foot forward.

### 3 NONPROFIT, EDUCATION, AND FOR PROFIT OUTDOOR CAREERS

3 items

While the government sector provides many outdoor career opportunities, there are a few more important sectors you should consider: the nonprofit, education, and for profit sectors offer great career opportunities to share your passion for the outdoors with others. Despite offering similar career options they are very different than working for the government.

- GUIDE Nonprofit and Education Outdoor Career Opportunities (008)**  
5 learners | TYO  
This guide will help you understand and navigate the many career opportunities within the nonprofit and education sectors.



## 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 to 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](#)

This guide introduces a variety of regional government agencies that provide a variety of outdoor career opportunities.

# QUESTIONS AND NEXT STEPS



# Contact

---



~TRANSFORMING YOUTH~

TYO

~OUTDOORS~

For further information please visit [MyTYO.org](http://MyTYO.org)



This content has been created by  
TYO: Transforming Youth Outdoors  
in partnership with US Fish & Wildlife Service