

Job Title: Park Ranger Aide

Working Title and Assignment: Event Center Coordinator

Location: Jordanelle State Park, Hailstone Event Center

Compensation: \$11.00/hour

Requirements:

Mandatory

- Must be at least 16 years of age.
- Must have valid Driver's License and Social Security card (or a US Passport, Permanent Resident Card or Alien Registration Receipt Card) and successfully pass a criminal history background check upon hire.
- Must have excellent customer service skills.
- Must be able to work a varied schedule that will include holidays, weekends and nights (sometimes as late as midnight).
- Must be able to perform physical work (see job description below).
- Applicant should have the ability to work independently in a tourism environment.
- 20 - 40 hours per week.
- Position is seasonal May - October
- Must wear the provided uniform.

Preferred

- Previous experience with event management/coordination.
- Computer skills.

Job Description:

- Contact brides about scheduled events and follow up with paperwork.
- Being a presence during events and assisting guests as needed.
- May assist guests with tear-down after event.
- 50% of the job involves cleaning of the facility before and after events, i.e. restrooms, kitchen, floors, windows, carpets, etc.
- Indoor work.

Contact Information:

- Supervisor: Natalie Harmon
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