



EMPLOYMENT OPPORTUNITY

LOCATION: Vega State Park

POSITION: Revenue Supervisor

PAY RATE: \$12.00/ hour

SEASON: April to September (School schedules may be accommodated)

INTERVIEWS: February/March

DUTIES:

A customer service based position that involves greeting visitors, selling parks passes and permits, answering phones, counting cash receipts, assigning campsites, and providing information to the public. Daily interaction with park visitors requires effective communication and public relations skills. Specific duties to include:

- Verify shift reports of other entrance attendants.
- Prepares bank deposits.
- Revenue report data entry
- Trains other entrance attendants
- Prepares campground reservations forms and documents.
- Selling parks passes, camping permits and firewood.
- Collects revenue, completes shift report and balances shift box at end of each shift.
- Assign campsites and keep accurate campground log.
- Provide information and assistance to park visitors (distributes maps/ brochures, orients visitors to park facilities and amenities, promotes education programs, etc.)
- Answering of telephones.
- May receive and pass along to supervisor visitor complaints.
- Cleaning and light maintenance duties of interior and exterior of park entrance stations.
- May assist with special events or programs within the park.
- Other duties as assigned.

REQUIREMENTS:

- Must be at least 18 years of age
- Must possess and maintain a valid driver's license or identification.
- Must have transportation to travel from park office to assigned entrance station.
- Must have clean criminal history.
- Computer skills in Word and Excel required.
- First Aid and CPR certifications may be required.
- Must be able to work various shifts, weekends and holidays.
- Possess strong interpersonal communication skills.

HOUSING:

Housing in our four bedroom bunkhouse, located on park, may be available for a small monthly fee for those requiring such accommodations.

FOR APPLICATIONS:

www.cpw.state.co.us

Completed Applications can be sent to:

Kyle Compton
Vega State Park
PO Box 186
Collbran, CO 81624

Phone - 970-487-3407

Email - vega.park@state.co.us

CPW is committed to fairness and equality of opportunity in the workplace. *All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

The Department of Natural Resources participates in [E-Verify](#) in accordance with the program's Right to Work for all newly-hired employees. Upon acceptance of a job offer, employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You may complete section 1 of the I-9 form upon your acceptance of a job offer letter, but no later than your first day of employment and in addition, on your first day, but no later than the third day, you will be required to submit original documents to verify your eligibility to work in the U.S. [Learn more](#) about E-Verify, including your rights and responsibilities.