

## **Seasonal Communications & Office Aide Job Description**

### **Pay Rate**

\$14.00-16.00/hour

### **Location**

**Lucky Peak State Park-** Discovery Unit, Sandy Point Unit, Spring Shores Marina Unit; Boise Idaho 83716

### **Length of Employment**

The length of employment differs among the parks, but typically lasts from the latter part of May to the first part of September. However, there are jobs that begin as early as March and may last into November. Maximum 5 months consecutively before required lay off period.

### **Minimum Requirements**

**Job duties require employee to be at least 18 years of age.**

- have or obtain a valid driver's license.
- Ability to pass a background check.
- Working entry level knowledge on cash handling, Microsoft programs, social media platforms, and experience in customer service.
- Innovative, creative, and committed to creating a positive visitor centered experience.

### **Typical Job Duties:**

**Social Media, Communications, and Marketing Management (30-40%):** Managing and/or providing content for our Facebook and Instagram accounts and our Webpage. Design and distribution of event and program publications.

**Community Outreach & Coordination (5-15%):** Assisting with event management, planning and vendor acquisition.

**Visitor Services (40-75%):** Greeting visitors; maintaining park publication and retail inventory and displays. Taking reservations and processing contracts for day use shelters and amphitheater. Processing group use permits. Checking our loaner equipment and stamping junior ranger guides. Financial reconciliation of POS stations at all 3 park units and making bank deposits.

**Clerical (5-15%):** Keeping required records and files, preparing correspondence and reports, or filing and compiling data for reports as directed. Assisting with moorage contracts. Answering park emails and phone system.

**Building and Grounds Maintenance (0-5%):** General cleaning of park buildings and office facilities; daily cleaning of public rest rooms, washing windows, vacuuming, dusting, and scrubbing floors; collecting and disposing of garbage and litter.

### **How to Apply:**

Please send your cover letter, resume, and 1 letter of recommendation to [bri.ford@idpr.idaho.gov](mailto:bri.ford@idpr.idaho.gov).

**Application Deadline is March 17<sup>th</sup>.**