



Visitor Center Technician - VEGA STATE PARK - Paying \$14.50 PER HOUR

EMPLOYMENT BEGINS IN APRIL/MAY AND LASTS THROUGH SEPTEMBER or OCTOBER

To apply, please go to governmentjobs.com/careers/Colorado and search “Vega”

Description of Job

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.

Park housing may be available to applicants applying from out of the area/state.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

REQUIREMENTS:

- Must be at least 16 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 preferred.
- Must be able to work various shifts, weekends and holidays.
- Possess strong interpersonal communication skills.