



OREGON PARKS AND RECREATION DEPARTMENT

Visitor Experiences Program Staff

Job Description

JOB TITLE: Visitor Experiences Program Assistant

ANTICIPATED DURATION OF POSITION: Position duration varies from two to five months for spring / summer 2014. Start dates vary from mid-May to mid-June.

WORK HOURS/SCHEDULE: Hours vary from 10 – 40 per week, based on the duration. Work schedules include 2 consecutive days off, with weekends, evenings and holidays required. Some overnight travel may be required.

SALARY: \$11.94 hourly, \$1910.40 monthly

LOCATION/JOB SITE(S): These positions are based out of several field locations around the state to include the Oregon Coast, Willamette Valley and Eastern Oregon, and may include OPRD Regional Offices in Newport, Gervais, and Bend, Oregon. Specific sites may include:

Coast:

Fort Stevens
Nehalem Bay
Cape Foulweather
Seal Rock
Jessie M. Honeyman
William Tugman /
Umpqua Lighthouse

Valley:

Columbia Gorge-E
Columbia Gorge-W
LL Stub Stewart
Milo McIver
Silver Falls
Champoeg/Willamette Mission
Detroit Lake

Eastern:

The Cove Palisades
Smith Rock
Collier Memorial
Wallowa Lake
Illinois River Forks
Emigrant Springs
Valley of the Rogue

APPLICATIONS ACCEPTED: beginning March 7, 2014 until the positions are filled.

POSITION RESPONSIBILITIES & DUTIES:

Assists with the administration, planning, training and implementation of visitor-focused programs offered throughout the Oregon State Parks system. Programs and projects are related to interpretation, outdoor skills instruction, volunteer management, outdoor recreation, environmental education, partnership groups, and special events.

- Daily support of and assistance with visitor experience programs and projects, including but not limited to: Let's GO, interpretive programs, park hosts, volunteers, Jr. Ranger, and Astronomy and other special events.
- Working with a variety of OPRD office and field staff and park volunteers to ensure consistency in operational procedures, projects and products.
- Creating, organizing, maintaining, and transporting program supplies and equipment.
- Preparing marketing and program materials for a variety of audiences to support new and ongoing programs.
- May be involved in assisting with day-use park recreation visitor survey field work.
- Other duties as needed with development of visitor experience programs and support of projects in parks around the state.

REQUIRED AND PREFERRED SKILLS, EDUCATION and EXPERIENCE:

- Educational background in parks, interpretation, environmental education, outdoor recreation or tourism preferred.
- Interest and/or experience working in interpretation, outdoor skills instruction, volunteer management, outdoor recreation, environmental education, partnership groups, and special events.
- Specialized skills in developing and safely leading outdoor recreation programs such as paddling, cycling, camping, disc golfing, etc.
- Ability to multi-task on a variety of ongoing simultaneous projects. Independence, creativity and resourcefulness are key in this position.
- Must be willing to communicate openly, ask questions, accept positive criticism, and work as part of a dynamic team.
- Applicant must also pass a criminal background check and possess a valid driver's license and satisfactory driving record.

ORIENTATION, TRAINING, AND EVALUATION:

Visitor Experience Program Assistants will receive a thorough employee orientation and written position expectations from lead workers. Project and task-specific on-the-job training provided to use tools and systems in place. Ongoing coaching and mentoring will be provided by supervisor and other team members. A final evaluation and exit interview will be provided at the end of the season.

TOOLS AND EQUIPMENT TO BE USED:

- Varied work environments depending on assigned work locations; must be willing and able to work in a busy, shared office environment and also out-of-doors.
- Computer with e-mail account and access to Internet, phone, audio-visual equipment and other tools provided.
- Operation of a state vehicle expected - may include cars, trucks, vans, or golf carts.

FOR MORE INFORMATION & TO APPLY:

Submit a cover letter with the following items.

- describe your interest in this position
- describe your relevant experience related to this position
- identify your preferred locations (please chose at least 2-3 sites)
- identify your available dates

Please include a detailed resume.

Send to:

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