



OREGON PARKS AND RECREATION DEPARTMENT

Visitor Experiences Program Staff

Job Description

JOB TITLE: Visitor Experiences Program Assistant

ANTICIPATED DURATION OF POSITION: Six month duration in 2013; 1040 hours total.
Start date preferably in March or April. Start and end dates are flexible.

WORK HOURS/SCHEDULE: 40 hours per week with 2 consecutive days off; occasional weekends and evenings with some overnight travel is required.

SALARY: \$12.55 hourly, \$2009 monthly

LOCATION/JOB SITE(S): The position is based out of the OPRD Headquarters office in Salem, Oregon. This is a busy office environment with occasional field work at parks around the state.

APPLICATIONS ACCEPTED: beginning February 7, 2013 until the position is filled.

POSITION RESPONSIBILITIES & DUTIES:

Assists with the administration, planning, training and implementation of various statewide visitor-based programs operating within the Oregon State Parks system. Programs and projects are related to volunteerism, partnership development, and special events. Typical duties will include:

- Daily management of customer relations and other projects via phone and e-mail, data entry, researching, writing, filing, web production, product fulfillment, recognition of volunteers and team building.
- Working with a variety of OPRD office and field staff and park volunteers to ensure consistency in operational procedures, projects and products.
- Preparing registration and workshop materials for various audiences to support new and ongoing programs.
- May have opportunity to present programs to other staff and volunteers.
- May be involved in assisting with day-use park recreation survey field work.
- Other duties as needed with development of visitor experiences programs and support of projects in parks around the state.

REQUIRED AND PREFERRED SKILLS, EDUCATION and EXPERIENCE:

- Educational background in communication, education, parks, tourism or outdoor recreation field preferred.
- Interest and/or experience working in volunteer engagement and special events helpful, but not required.
- Person hired must have excellent customer service, computer, communication, time management and organizational skills. Independence, creativity and resourcefulness are key in this position.
- Ability to multi-task on a variety of ongoing simultaneous projects.
- 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:

The Visitor Experiences Program Assistant 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:

- Office space setting to be shared with other seasonal workers in the Integrated Parks Services division.
- 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, vans, or golf carts.

FOR MORE INFORMATION & TO APPLY:

Submit a cover letter and detailed resume which describes your interest and relevant experience. Please be sure to state the dates you are available. Send to:

Tammy Baumann, Volunteer Services Specialist

Oregon Parks and Recreation Department

725 Summer Street, Suite C

Salem, OR 97301

Phone: 503-986-0751

Fax: 503-986-0792

Tammy.Baumann@state.or.us