



OREGON PARKS AND RECREATION DEPARTMENT Visitor Experiences Program Staff

Job Description

JOB TITLE: Visitor Experiences Program Assistant

ANTICIPATED DURATION OF POSITION: Four month duration in 2016; Start date preferably by May 15, 2016. Start and end dates are flexible.

WORK HOURS/SCHEDULE: 40 hours per week with 2 consecutive days off; weekends, evenings, and holidays with some overnight travel may be required.

SALARY: \$12.35 hourly, approx. \$2173.00 monthly. Park housing may also be available at \$75.00/month.

LOCATION/JOB SITE(S): Collier Memorial State Park and Logging Museum

SUPERVISOR: Todd Honeywell, Park Manager – Collier Management Unit

APPLICATIONS ACCEPTED: beginning March 1, 2016 until the positions are filled.

POSITION RESPONSIBILITIES & DUTIES:

Assists with the administration, planning, training and implementation of visitor-focused programs offered throughout the Collier Management Unit. Programs and projects are related to interpretation, outdoor skills instruction, 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 volunteers, Jr. Ranger, and 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 park visitor survey 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, volunteer management, outdoor recreation or tourism preferred.
- Experience working in one or more of the following program areas: interpretation, outdoor skills instruction, outdoor recreation, environmental education, partnerships, and special events.
- Experienced and comfortable with public speaking, program presentation, and engaging and interacting with public of all age groups.
- Specialized skills in developing and safely leading outdoor recreation programs such as paddling, cycling, camping, birding, geocaching, etc.
- Specialized skills in museum management, artifact care and management, historic structure preservation, etc.
- Proficiency in Microsoft Office products required; familiarity and some experience in Adobe CS5 or similar design software preferred.

- 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 management or lead workers. Training in interpretive skills, Junior Ranger program, Verbal Judo and possibly First Aid/CPR will be provided as appropriate and available. Project and task-specific training will also be provided as needed as well as on-the-job training and iLearn safety modules to use tools and systems in place. Ongoing coaching and mentoring will be provided by your 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; 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 utility vehicles, possible trailer towing.

FOR MORE INFORMATION & TO APPLY:

Submit a cover letter and detailed resume which describes your interest, relevant experience and dates of availability to:

Todd Honeywell, Park Manager

Collier Management Unit

46000 Hwy 97 N.

Chiloquin, OR 97624

todd.honeywell@oregon.gov

541-783-2471

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