



OREGON PARKS AND RECREATION DEPARTMENT

Visitor Experiences Program Staff

Job Description

JOB TITLE: Visitor Experiences Program Assistant - Statewide

ANTICIPATED DURATION OF POSITION: Five month assignment to start early April; Start date is flexible.

WORK HOURS/SCHEDULE: Hours are full-time; 40 hours per week. Typical work schedule M-F, with possible work during weekends, evenings and holidays during summer. Some overnight travel may be required.

SALARY: \$12.35 hourly; approximately \$2173 monthly

LOCATION/JOB SITE(S): This position is based at Oregon Parks & Recreation's Salem Headquarters
725 Summer St. NE; Suite C | Salem, OR 97301

APPLICATIONS ACCEPTED: beginning March 1, 2016 until the position is filled.

POSITION RESPONSIBILITIES & DUTIES:

Assists with the administration and support 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.

Specifically, this position

- Provides daily administrative support for Visitor Experiences programs and projects in an office setting.
- Works with a variety of OPRD office and field staff and park volunteers to ensure consistency in operational procedures, projects and products.
- Creates, organizes, maintains, and transports program supplies and equipment.
- Performs other duties as needed with administration of Visitor Experiences programs – develops and maintains spreadsheets and documents, creates reports, organizes files, etc.
- Performs majority of work in office, with some opportunities to assist VE programs in parks.

REQUIRED AND PREFERRED SKILLS, EDUCATION and EXPERIENCE:

- Skills in computer programs and organization preferred.
- Skills and experience providing customer service on the phone preferred.
- Educational background in parks, interpretation, environmental education, outdoor recreation or tourism encouraged.
- Knowledge of interpretation, outdoor skills instruction, volunteer management, outdoor recreation, environmental education, partnership groups, and special events encouraged.
- Ability to multi-task on a variety of ongoing simultaneous projects, with flexibility to meet changing deadlines. Independence, creativity and resourcefulness are essential to this position.
- Must be willing to communicate openly, ask questions, accept positive feedback, 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 Assistant will receive a thorough employee orientation and written position expectations from supervisor. 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:

- Must be willing and able to work in a busy, shared office environment and also out-of-doors as appropriate.
- 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.
- Other equipment as necessary to implement VE programming.

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 available dates

Please include a detailed resume.

Send to:

Vicki Moles, Visitor Experiences Coordinator
Oregon Parks and Recreation Department
725 Summer Street, Suite C
Salem, OR 97301
Phone: 503-986-0749
Fax: 503-986-0792
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