



## OREGON PARKS AND RECREATION DEPARTMENT

### Visitor Experiences Program Staff Position Description

**JOB TITLE:** Visitor Experiences Program Assistant

**ANTICIPATED DURATION OF POSITION:** Temporary Position. Anticipated season is May 18, 2015 through September 7, 2015 *start and end dates are flexible*

**WORK HOURS/SCHEDULE:** 40 hours per week with two consecutive days off; weekends, evenings, and holidays.

**SALARY:** \$12.17 hourly, \$2110.00 monthly

**LOCATION/JOB SITE(S):** The position is based out of Detroit Lake Management Unit

**SUPERVISOR:** Robert Rea, Park Manager, Detroit Lake Management Unit

**APPLICATIONS ACCEPTED:** **March 23, 2015** until position is filled.

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#### 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 volunteers, Jr. Ranger, and special events.
- Weekly leading and assisting of Let's Go Stand-Up Paddleboard and Let's Go Kayak classes and tours for park visitors. Necessary certification will be provided.
- 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, volunteer management, outdoor recreation, environmental education, partnerships, and special events.
- Specialized skills in developing and safely leading outdoor recreation programs such as Stand-Up Paddleboarding, kayaking, camping, campfire cooking, etc.
- Proficiency in Microsoft Office products required;
- 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. Specialized training may be provided in interpretive skills, volunteer management, ACA certification, safety modules, Verbal Judo and First Aid/CPR as appropriate and available. Project and task-specific on-the-job training provided as needed. Ongoing review 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.

**WORKING CONDITIONS:**

- Work outdoors in varying weather conditions
- Work in and around water
- Walk over rough terrain, up/down inclines, stairs, on paved and unpaved surfaces
- Must comply with Department work rules, safety procedures, uniform dress code, and grooming standards
- Must be willing to work shift work, weekends and holidays

**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, possible trailer towing

**PARK AREA INFORMATION**

Detroit Lake State Park is nestled in the Cascade Mountain Range along the banks of Detroit Lake Reservoir. The 400-foot-deep lake was created in 1953 when the U.S. Army Corp of Engineers completed the Detroit Dam project. The lake is over nine miles long with more than 32 miles of shore line. This is the spot for all types of water sports: fishing, boating, swimming, water skiing, and personal watercraft.

The park has a large campground bordering the lake. Along with two swimming areas, you'll find two playgrounds, a wildlife viewing area, and a visitor center with historical exhibits and a store with gifts, ice, firewood, souvenirs and educational toys. Furnished apartments with shared or single rooms are available to staff at a discounted rate.

**THE OPRD MISSION:**

"To provide, protect, and enhance sites and areas of outstanding natural, scenic, cultural, historic or recreational value for the enjoyment and education of present and future generations."

**FOR MORE INFORMATION & TO APPLY:**

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

**Robert Rea**  
**Detroit Lake Management Unit**  
**44000 N. Santiam Hwy. SE**  
**Detroit, OR 97342**  
Phone: 503-854-3406  
Fax: 503-854-3307  
Email: [robert.rea@oregon.gov](mailto:robert.rea@oregon.gov)