

POSITION DESCRIPTION

Title: Visitor Services Assistant

Supervisor: Park Ranger – Visitor Services
Base Wage: \$9.00 per hour
Hours: 560 hours
Start: May
End: September
Schedule: 40-hour weeks, generally 8 a.m. to 4:30 p.m. weekends included, and some holidays

Purpose:

To provide customer service at the visitor center, including interpretation, orientation, information, retail sales to walk-in guests and over the phone, via internet or mail; to provide janitorial services in the building; and to assist the Park Ranger – Visitor Services with special projects and events

Duties:

1. Collect visitor fees, and audit campsite records in the field
2. Process reservations, produce shift reports and perform basic accounting
3. Operate resale program, produce shift reports and perform basic accounting, order and stock resale items
4. Provide interpretation, information and orientation to visitors as requested
5. Maintain the cleanliness of the visitor center
6. Assist the Park Ranger – Visitor Services with special projects and events

Minimum Qualifications:

1. Legal U.S. resident, 18 years old or older, with valid driver's License
2. High School Diploma/GED
3. Drug Free
4. Ability to communicate effectively with the public
5. Ability to manage money with accuracy
6. Ability to work with Microsoft Office applications and specialized software

Desired Skills and Certifications:

1. Ability to work alone
2. Ability to resolve minor conflicts with camping issues.
3. Ability to lead climb 5.8, and teach children and adults introductory climbing.

How to Apply:

Please send a resume and cover letter stating your qualifications, experience and desire for the position to [Juanita Jones@parnter.nps.gov](mailto:Juanita_Jones@parnter.nps.gov). If you have any questions about the position please call 208-824-5916.