

## Job Title: Park Ranger Aide

## Working Title and Assignment: Office/Accounting Assistant

Location: Jordanelle State Park, Hailstone

Compensation: \$12.00/hour

### Requirements:

#### Mandatory

- Must be at least 16 years of age.
- Must have valid Driver's License and Social Security card (or a US Passport, Permanent Resident Card or Alien Registration Receipt Card) and must successfully pass a criminal history background check upon hire.
- Computer skills and great customer service skills.
- Must be able to work a set schedule that may include holidays and weekends.
- Up to 20 hours per week.
- Must wear the provided uniform.
- Applicants should have the ability to work independently in a tourism environment.

#### Preferred

- Previous experience in Utah State Parks.
- Advanced computer skills.
- Accounting experience.

### Job Description:

- Answer phones
- Greet park guests.
- Provide accurate information about the park to guests.
- Collect fees for camping, day use, and boating activities.
- Provide information to boaters about Aquatic Invasive Species requirements.
- Create camping reservations.
- Follow proper opening and closing procedures.
- Cleaning of the office and reception area.
- Assist Park Accountant with some accounting duties.
- Shift hours are between 8:45 a.m. and 6:00 p.m.
- Indoor work.

### Contact Information:

- Supervisor: Natalie Harmon
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