

## **DNR seasonal job template**

### *Office Specialist*

**Opening date:** March 31, 2023

**Closing date:** until filled

**Salary:** \$ 14.00 - \$18.00 per hour based on experience

**Location:** Wasatch Mountain State Park

**Time frame:** Year-Round 20-30 hours per week

**Positions available:** 1

**Housing:** Not provided

The Utah Department of Natural Resources, Division of Parks and Recreation, has seasonal positions (no benefits) available at Wasatch Mountain State Park in Midway, Utah. This appointment will have year-round hours of around 30 during the summer and 20 during the winter. Housing is not provided.

### **Examples of Duties**

Assist in the operation of Wasatch Mountain State Park. Principal duties include office work and customer service at the visitor center. Answering phone calls and coordinating tasks for staff. Greeting park visitors and helping them discover the park's resources and how to enjoy them appropriately; staffing the gift shop; collecting park fees; check-ins and assisting incoming campers. Additional duties will include maintenance of buildings, grounds, and trails; groundskeeping work; performing other duties as assigned.

### **Job Requirements and Skills**

Applicant must be 16 years of age or older and have a valid Utah Driver's license at the time of employment. Applicant should have the ability to work independently in a customer service environment.

Preference may be given to applicants with a customer service, accounting, and office skills background and with an education in a natural resource-related field.

### **Other**

Applicants must be willing to work in an outdoor setting, and work weekends and holidays. Applicants must successfully pass a criminal history background check upon hire.

### **Applications**

Interested applicants may apply by submitting a seasonal application (<https://naturalresources.utah.gov/wp-content/uploads/DNR-Seasonal-Job-Application-12-13-16.pdf>) form to:

Jonathan Hunt  
PO Box 10  
1281 Warm Spring Road  
Midway, Utah 84049

For more information, contact Jonathan Hunt @ 435 654-1791 or email [jonathanhunt@utah.gov](mailto:jonathanhunt@utah.gov)

DNR complies with the ADA. Hearing-impaired employees who wish further information regarding this announcement may call the DNR TTY number at 801-538-7458. Disabled employees who desire reasonable accommodation in the interview process should contact the DNR Human Resource Office at 801-538-7210.