

## Job Title: Park Ranger Aide

## Working Title and Assignment: Office/Event Center Assistant

Location: Jordanelle State Park, Hailstone Event Center

Compensation: \$16.00/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
- Excellent customer service skills.
- Must be able to work a schedule that may include holidays and weekends.
- up to 40 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 and customer service skills

### Job Description:

- Answer phones
- Greet park guests
- Provide accurate information about the park and event center to guests.
- Collect fees for camping, day use, and event center permits
- Create camping reservations and assist with event center permits.
- Follow proper opening and closing procedures.
- Clean the office, reception area, and event center, i.e. restrooms, kitchen, floors, windows, carpets, etc. Document and communicate any issues or concerns with full time staff.
- Shift hours vary between 8:00 a.m. and 6:00 p.m. based on occupancy
- Position is seasonal May - October
- Indoor work.

### Contact Information:

- 435-649-9540
- [jordanelle@utah.gov](mailto:jordanelle@utah.gov)