

## Park Operations Intern

Minnesota Department of Natural Resources

Division/Unit: Parks & Trails / Region 1

Job ID: 3317

Location: Buffalo River State Park

Full/Part Time: Part-Time

Who May Apply: Open to all qualified job seekers

Date Posted: 02/26/2016

Closing Date: 03/10/2016

Work Shift/Work Hours: Rotating Shift

Days of Work: Varies, 8:00 am - 1:00 am

Travel Required: No

Salary Range: \$11.00 p/hour

Classified Status: Non-Status

Work Area: Buffalo River State Park

Supervisor Name: Brian Nelson

Anticipated Start Date: 05/18/2016

End Date: 08/21/2016

### Job Summary

We are currently seeking an intern at Buffalo River State Park. Hours of work vary and include evenings, weekends and holidays. Normal work hours vary depending on day of the week and park needs. Most shifts will include late afternoon and evening hours.

This position provides a student with an educational experience and on-the-job training in park management, visitor services and public contact along with assisting with various aspects of park operations at Buffalo River State Park. Other opportunities may include learning about and assisting in environmental education and interpretive activities, the maintenance staff, resource management and assisting the park security staff.

This position assists staff in daily operation activities while learning about visitor services and customer service by greeting the public and providing information on the park and local area; becomes familiar with and explains the park rules, regulations, policies, and procedures to the public; sells vehicle permits, firewood, and merchandise; registers campers and work with the campground reservation system; learns about and follow auditing procedures by collecting user fees, and reconciling the daily receipts.

All activities are performed under the direction of park management. Student will be trained and instructed in the use of construction tools, construction skills, safety and park management.

### Minimum Qualifications:

**\*IF YOU FEEL YOU MEET THESE MINIMUM QUALIFICATIONS AND WISH TO APPLY, SEE THE "HOW TO APPLY" SECTION FOR INSTRUCTIONS\***

To be eligible for an Internship, you must meet the following requirements:

- 1) You must be a student at an accredited educational institution; AND
- 2) Your advisor must certify that you will either receive academic credit or fulfill an academic requirement. The signature of a sponsoring academic instructor is required prior to beginning an Internship.

Ability to follow directions and work well independently or as part of a team.

Communications skills to respond orally and in writing to a wide range of technical questions.

**Preferred Qualifications:**

Enrolled in Natural Resources Management or related degree program.

First Aid and CPR training.

Ability to provide excellent customer service.

Ability to operate a motor vehicle, ATV, lawn mower, small hand tools and other equipment and tools.

**Physical Requirements**

Requires occasionally lifting articles such as 50-pound bags of feed maximum and frequently lifting and/or carrying objects such as heavy tools and file boxes. This job may require walking or standing to a significant degree on rough terrain or may involve sitting most of the time with pushing and pulling of arm and/or leg controls.

**Additional Requirements**

This position requires a Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Operators may also tow vehicles/trailers as long as the gross combination weight does not exceed 26,000 pounds.

It is policy of the Department of the Natural Resources that those offered employment submit to a background check prior to employment. All job offers are contingent upon passing the following components:

1. Criminal history check
2. Driver's license history
3. Reference checks

**How to Apply**

1. Click "Apply" at the bottom of this page and submit an application/resume that clearly describes how you meet the qualifications listed above.

2. Submit a cover letter expressing interest in this position, AND a copy of your college transcripts (unofficial are sufficient) in a format such as text, pdf, or MS Word document.

Submit cover letter, and transcripts to [brian.a.nelson@state.mn.us](mailto:brian.a.nelson@state.mn.us). MAKE SURE TO ENTER THE POSTING NUMBER (3317) YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR E-MAIL. Failure to do this may result in no further consideration.

For additional information about the application process, go to <http://www.mn.gov/careers>.

**Contact**

If you have questions about the position, contact Brian Nelson at [brian.a.nelson@state.mn.us](mailto:brian.a.nelson@state.mn.us) or 218.497.8212.

**AN EQUAL OPPORTUNITY EMPLOYER**

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.