

Park Operations Intern

Minnesota Department of Natural Resources

Job ID: 3458

Location: Flandrau State Park

Full/Part Time: Part-Time

Who May Apply: Open to all qualified job seekers

Date Posted: 03/02/2016

Closing Date: 03/15/2016

Work Shift/Work Hours: Rotating

Days of Work: Varies

Travel Required: No

Salary Range: \$11.00/hourly

Classified Status: Non Status

Job Summary

Shifts and days of work vary; 8:00 am - 2:00 am; will include weekends and holidays. This is a part-time position, anticipated at 36 hours per week (90%), that is located at Flandrau State Park in New Ulm, MN. The position is anticipated to start May 9, 2016 and end September 5, 2016.

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 Flandrau State Park. Other opportunities may include learning about and assisting in environmental education and interpretive activities, the maintenance staff, working with pool chemicals, 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, constructions skills, safety and park management.

Minimum Qualifications:

Please submit the all of the materials listed under the Additional Requirements section below. Failure to submit the requested materials will result in no further consideration.

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.

In order to hold this position, you must be receiving college credit and majoring in Recreation Resource Management or Park Recreation and Leisure Studies.

- English (speaking, writing and reading).
- Math Skills.
- Interpersonal skills to lead and direct others.

Preferred Qualifications:

- Excellent attention to detail and accuracy.
- Knowledge of Microsoft Office products (Microsoft Word, Excel, and PowerPoint).
- Excellent Interpersonal skills.
- First Aid and CPR training.
- Ability to provide excellent customer service.
- Ability to operate an ATV, lawn mower, small hand tools and other equipment and tools.
- Ability to operate a full face respirator, with provided training.
- Knowledge/experience working with pool chemicals.

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

Please submit an email to gary.teipel@state.mn.us with the following attachments:

1. A cover letter expressing interest in this position.
2. Unofficial copy of your Transcripts.

*This position requires an unrestricted Class D Driver's License with a clear driving record.

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

Click "Apply" at the bottom of this page and submit an application/resume that clearly describes how you meet the minimum qualifications listed above. If you are unable to apply online, please contact the job information line at 651.259.3637.

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

Contact

If you have questions about the position, contact Gary Teipel at gary.teipel@state.mn.us or 507.233.9801

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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. Please indicate what assistance you need.