

Vacancy Announcement

Park Attendant – Temporary, Seasonal North Dakota Parks & Recreation Department (NDPRD)

Location: Various State Parks in North Dakota

Salary: \$11.00/Hour

Closing Date: Until Filled

Position Number: 750-Temporary

Status: Temporary, Seasonal

Type of Recruitment: Internal/External

Date Posted: January 29, 2014

Minimum Qualifications:

- Ability to use a cash register and a computer.
- Ability to clearly communicate instructions, directions, and information to the general public in person and by telephone.
- Good skills working with the public and interacting with people of all ages, interests, viewpoints, and backgrounds.
- Adequate math knowledge to accurately perform routine daily functions of the park to include balancing and recording daily sales receipts.
- Possess and maintain a valid State of North Dakota driver's license with the ability to operate motor vehicles.

Requires satisfactory completion of the interview process and a verifiable record of satisfactory performance in previous employment.

Housing may be provided at the various parks.

Application Procedures:

- Complete a State of ND Application for Employment (SFN 10950) form. Access the application form at: <http://www.nd.gov/hrms/jobs/appforms.html> or hard copy from any ND Job Service Office or any North Dakota State Park.
- Provide supplement information such as a resume, cover letter with a brief summary of work experience.
- In the section of "Position Applying For" please write in "Park Attendant -Temporary, Seasonal". Also include on the application which state park you are interested in working at – ALL, Beaver Lake, Cross Ranch, Fort Abraham Lincoln, Fort Ransom, Fort Stevenson, Grahams Island, Icelandic, Lake Metigoshe, Lake Sakakawea, Lewis & Clark, Little Missouri, Sully Creek, or Turtle River. The state park addresses can be found on our website at <http://www.parkrec.nd.gov>.
- Fill in all information requested on the application form, such as dates of employment, hours worked per week, credits earned, etc.
- Applicants must be legally authorized to work in the United States.
- Background checks will be conducted.
- All application materials must be **received** on or before the closing date by 5:00 PM at the following address:

North Dakota Parks & Recreation Department
Rena L. Gall, PHR, Business Manager
1600 E Century Ave., Suite 3
Bismarck, ND 58503-0649
Telephone Number: 701-328-5360

Fax Number: 701-328-5363

E-mail: rengall@nd.gov

For more information, assistance or accommodation, contact Renae Gall at 701-328-5360 in advance of applying to discuss any special provisions needed for applying or interviewing.

TTY Number: ND Relay Service 1-800-366-6888.

Summary of Work:

Responsible to the park manager, or the assistant park manager, or a temporary employee who supervises the operation of a park entrance station and/or a park concession operation in a state park. Will be required to days, evenings, weekends, and holidays.

- Greet park visitors and dispense visitor information on park fees, reservation system, rules, regulations and activities.
- Operation of park communication systems.
- Collect and account for park permits and fees.
- Perform retail sales at park concession operations where applicable.
- Complete administration reports and forms.
- Perform routine maintenance duties.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. 23-12-10.

Job Duration:

Positions are generally 40 hours per week. The exact number of jobs available at each park will vary along with starting and ending dates of the positions. Some state parks have available housing for the employee.

Equal Opportunity Employer:

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.