



## **EMPLOYMENT OPPORTUNITY**

**LOCATION:** Crawford State Park  
**POSITION:** Interpreter-Volunteer Coordinator  
**PAY RATE:** From \$11.00/hour  
**HIRE DATE:** April-May

### **DUTIES:**

A customer service based position that involves facilitating park interpretive and environmental education programs. Develop and present natural resources/historical related programs to park visitors. Specific Duties may include:

- Schedule, plan and present Junior Ranger programs
- Schedule, plan and present school and group programs
- Schedule, plan and present campfire programs and guided hikes
- Schedule, plan and present outreach programs
- Provide roving interpretation in campgrounds and day use areas
- Work with individual and group volunteers
- May train volunteer naturalists
- Work with other State, Federal and local agency naturalists
- Market and promote attendance at programs
- May develop brochures and other written materials
- May work the visitor center front desk
- May assist with special events or programs within the park
- Collect, catalog, organize and protect park collections of slides, photographs, specimens, etc.
- Attend assigned training sessions
- Other duties as assigned

### **REQUIREMENTS:**

- Must be at least 18 years of age
- Must possess and maintain a valid driver's license or identification
- Must have own transportation
- Must have clean criminal history
- First Aid and CPR certifications may be required
- Must be self-motivated, be an accomplished public speaker and have good writing skills



- Must be able to work independently
- Must be able to work various shifts, weekends and holidays
- Possess strong interpersonal communication skills
- Certified Interpretive Guide (CIG) certification desirable

### **Uniforms**

The park may provide some uniform items. Employee will be required to purchase limited uniform items at their own expense.

### **WORK ACTIVITIES**

**Interacting with Computers** – Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information  
**Communicating with Supervisors, Peers, or Subordinates** – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person

**Processing Information** – Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

**Making Decisions and Solving Problems** – Analyzing information and evaluating results to choose the best solution and solve problems.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

**Identifying Objects, Actions, and Events** – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

**Analyzing Data or Information** — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

**Organizing, Planning, and Prioritizing Work** - Developing specific goals and plans to prioritize, organize, and accomplish your work

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions



**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Interpreting the Meaning of Information for Others** – Translating or explain what information means and how it can be used.

## **WORK CONTEXT**

**Electronic Mail** – How often do you use electronic mail in this job? [Very often](#)

**Freedom to Make Decisions** – How much decision making freedom, without supervision, does the job offer? [A great deal](#)

**Structured versus Unstructured Work** – To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals? [Structured with some independence](#)

**Telephone** – How often do you have telephone conversations in this job? [Often](#)

**Spend Time Sitting** — How much does this job require sitting? [50%](#)

**Face-to-Face Discussions** – How often do you have face-to-face discussions with individuals or teams in this job? [Almost Daily](#)

**Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job? [Very important](#)

**Time spent out of Doors** - [Daily](#)

## **FOR APPLICATIONS AND INFORMATION CONTACT:**

Crawford State Park  
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