



EMPLOYMENT OPPORTUNITY

LOCATION: Crawford State Park
POSITION: Revenue Work Leader
PAY RATE: From \$8.01/hour
HIRE DATE: April-May

DUTIES:

A customer service based position that involves greeting visitors, selling parks passes and permits, answering phones, counting cash receipts, assigning campsites and providing information to the public. Daily interaction with park visitors requires effective communication and public relations skills. Work leader responsibilities over entrance attendants. Specific duties to include:

- Verify shift reports of other entrance attendants.
- Prepares bank deposits.
- Revenue report data entry
- Trains other entrance attendants
- Prepares campground reservations forms and documents.
- Selling parks passes, camping permits and firewood (where available).
- Collects revenue, completes shift report and balances shift box at end of each shift.
- Assign campsites and keep accurate campground log.
- Provide information and assistance to park visitors (distributes maps/ brochures, orients visitors to park facilities and amenities, promotes education programs, etc.)
- Answering of telephones .
- May receive and pass along to supervisor visitor complaints.
- Cleaning and light maintenance duties of interior and exterior of park entrance stations.
- May assist with special events or programs within the park.
- 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 transportation to travel from park office to assigned entrance station.
- Must have clean criminal history.
- Computer skills in Word and Excel required.
- First Aid and CPR certifications may be required.



- Must be able to work various shifts, weekends and holidays.
- Possess strong interpersonal communication skills.

Uniforms

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

FOR APPLICATIONS AND INFORMATION CONTACT:

Crawford State Park
970-921-5721
Crawford.park@state.co.us
www.parks.state.co.us