



## COLORADO PARKS & WILDLIFE

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Golden Gate Canyon State Park • 92 Crawford Gulch Road • Golden,  
Colorado, 80403 • Phone (303) 582-3707 • FAX (303) 582-3712  
wildlife.state.co.us • parks.state.co.us

### EMPLOYMENT OPPORTUNITY

**LOCATION:** Golden Gate Canyon State Park  
**POSITION:** Revenue Work Leader  
**PAY RATE:** FROM \$9.75 PER HOUR  
**HIRE DATE:** April-May

**Housing (If Available) – Housing is available.**

#### 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.

### **Mail or email applications to:**

Golden Gate Canyon State Park  
92 Crawford Gulch Road  
Golden CO, 80403

Park E-mail: [golden.gate.park@state.co.us](mailto:golden.gate.park@state.co.us)

Phone/Fax: 303 582.3707 / 303 582.3712  
**[www.parks.state.co.us](http://www.parks.state.co.us)**