



EMPLOYMENT OPPORTUNITY

LOCATION: Highline Lake State Park
POSITION: Interpreter-Volunteer Coordinator
PAY RATE: \$10 per 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:

Duties

- 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:

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