



COLORADO PARKS & WILDLIFE

Sylvan Lake State Park
PO Box 1475 • Eagle, Colorado 81631
Phone (970) 328-2021 • FAX (970) 328-2778
wildlife.state.co.us • parks.state.co.us

EMPLOYMENT OPPORTUNITY

LOCATION: Sylvan Lake State Park
POSITION: Visitor Services Technician (summer temporary)
PAY RATE: From \$9.75 Per Hour
HIRE DATE: May

Housing Available - Individuals over 18, \$40.00 per month.

DUTIES:

Assures quality customer service and assistance to visitors. Daily interaction with park visitors requires effective communication and public relations skills. Specific Duties may include:

- Staff the park entrance station and Visitor Center.
- Provide information and assistance to visitors (distributes maps/ brochures, orients visitors to park facilities and amenities, promotes education programs, educates on State Park regulations, etc.)
- Sell parks passes, permits, books, maps, clothing, firewood and other novelties
- May sell gift certificates, search and rescue cards, boat, OHV and snowmobile registrations, fishing and hunting licenses
- Operate a cash register.
- Answering of telephones and transferring/taking messages.
- Photo-copying and filing
- Collects revenue, completes shift report and balances shift box at end of each shift.
- May prepare campground reservations forms and documents.
- May document and report visitor complaints.
- May assist with all areas of park operations including maintenance and environmental education programs.
- Other duties as assigned.

NOTE:

This position is up to 40 hours per week and up to six months in duration. School schedules may be accommodated.

REQUIREMENTS:

- Must be at least 18 years of age.
- Must have a valid drivers' license and reliable transportation (provide motor vehicle record upon hire)
- May need to undergo criminal background investigation
- Must be able to work weekends, holidays, and varied shifts.

- Previous experience handling money and working with the public is helpful.
- Experience with Microsoft Office Suite (MS Word, Excel). Enter data into spreadsheets.
- First Aid and CPR certification desired.
- Miscellaneous: 40 hours per week
- Possess strong interpersonal communication skills
- Ability to work with little supervision
- May be required to work the entrance station for an 8 hour shift and take lunch in the station.

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

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](#)

FOR INFORMATION AND APPLICATIONS GO TO:

www.parks.state.co.us/Parks/SylvanLake/Jobs

Or contact:
Sylvan Lake State Park
970-328-2021
sylvan.lake.park@state.co.us