



Park Attendant Series I, II, Lead

Customer service, general buildings and grounds cleanup and/or park office duties such as fee collection and reservations with increasing responsibility for level II and Lead Attendant. Lead Attendant may also assist with staff supervision. Experience desirable especially for the upper levels. CPR & First Aid certification required for all manager and assistant manager positions. Working in excess of 48 hours may be required for the Lead Attendant. Weekend work most likely will be required.

STATE PARK ATTENDANT I PG 8 - \$10.96/hour

DEFINITION:

Represents Vermont State Parks professionally and courteously while performing the general day-to-day maintenance and operation of assigned park. Position reports to the State Park Manager, Assistant Manager or State Park Lead Attendant.

EXAMPLES OF WORK PERFORMED:

Routine grounds and facility care such as cleaning restrooms; raking and removing litter and rubbish from picnic areas and campsites, beaches, roadways and all public spaces; tending to flower gardens, maintaining wood supply, and preparing and painting park structures. General park operations such as assisting visitors with reservations; processing payment for camping registrations and day-use visitor fees; providing excellent customer service both over the phone and in-person; boat rentals; concession sales; serving as member of park emergency management team; and assisting with accident/incident investigations. Must work as a team player with all staff members while accomplishing all assigned duties. Completion of other tasks and duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Skill in use of cash register and computer.
- Ability and willingness to work with other people as part of a team.
- Knowledge of Vermont State Parks policies and procedures as relative to position.
- Fundamental customer service skills.
- Ability to understand and carry out oral and written instructions.
- Basic cash handling skills.

ENVIRONMENTAL CONDITIONS:

Work often occurs outdoors in all weather and temperature extremes of the May through October Vermont season. Work may include regular use of hand and power tools and equipment such as hammers and hand saws. Significant time may also be spent within the park office/contact station in a non-air-conditioned environment. Duties require considerable interaction with the public. Position may require weekend and evening work.

MINIMUM ELIGIBILITY REQUIREMENTS:

Education: None

Experience: None



STATE PARK ATTENDANT II

PG 9 - \$11.50/hour

DEFINITION

Represents Vermont State Parks professionally and courteously while performing the general day-to-day maintenance and operation of assigned park. Position reports to the State Park Manager, Assistant Manager or State Park Lead Attendant.

EXAMPLES OF WORK PERFORMED:

Routine grounds and facility care such as cleaning restrooms; raking and removing litter and rubbish from picnic areas and campsites, beaches, roadways and all public spaces; mowing lawns and trimming; tending to flower gardens, maintaining wood supply, and preparing and painting park structures. General park operations such as assisting visitors with reservations; processing payment for camping registrations and day-use visitor fees; providing excellent customer service both over the phone and in-person; boat rentals; concession sales; assisting with rule and regulation compliance; serving as member of park emergency management team; assisting with accident/incident investigations; assisting with completion of daily reports and cash-out procedures. Must work as a team player with all staff members while accomplishing all assigned duties. Completion of other tasks and duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability and willingness to work with other people as part of a team.
- Knowledge of Vermont State Parks policies and procedures as relative to position.
- Fundamental customer service skills.
- Ability to learn use and care of tools and equipment commonly used in buildings and grounds maintenance, including lawn tractors, string trimmers and other power equipment.
- Knowledge of appropriate money-handling procedures.
- Ability to understand and carry out complex oral and written instructions, and communicate those to other team members.
- Basic cash handling skills.
- Knowledge of basic building and grounds maintenance.

ENVIRONMENTAL CONDITIONS:

Work often occurs outdoors in all weather and temperature extremes of the May through October Vermont season. Regular use of hand and power tools and equipment such as hammers, hand saws, string trimmers and lawn mowers. Significant time may also be spent within the park office/contact station in a non-air conditioned environment. Duties require considerable interaction with the public. Position may require weekend and evening work.

MINIMUM ELIGIBILITY REQUIREMENTS

Education: None

Experience: None



STATE PARK LEAD ATTENDANT
PG 10 - \$11.96/hour

DEFINITION:

Serves as the lead park attendant representing Vermont State Parks professionally and courteously while performing general to more complex day-to-day maintenance and operation activities in an assigned state park. Position may assume a leadership role in assisting with training and supervising seasonal staff members. Position reports to the State Park Manager or Assistant Manager.

EXAMPLES OF WORK PERFORMED:

May supervise or train others. May assist with developing staff schedule. May assist with initiating and supervising minor maintenance projects. Routine grounds and facility care such as cleaning restrooms; raking and removing litter and rubbish from picnic areas and campsites, beaches, roadways and all public spaces; mowing lawns and trimming; tending to flower gardens, maintaining wood supply, and preparing and painting park structures. Performs routine equipment maintenance. May perform water sampling duties. May assist with staff evaluations. Sets a leadership example for the rest of the staff. General park operations such as assisting visitors with reservations; processing payment for camping registrations and day-use visitor fees; providing excellent customer service both over the phone and in-person; boat rentals; concession sales; assisting with rule and regulation compliance; serving as member of park emergency management team; assisting with accident/incident investigations; may complete daily reports and cash-out procedures. Must work as a team player with all staff members while accomplishing all assigned duties. Completion of other tasks and duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to set a leadership example for other Attendants and volunteers.
- Ability and willingness to work with other people as part of a team.
- Knowledge of Vermont State Parks policies and procedures as relative to position.
- Excellent customer service skills.
- Knowledge of supervisory and training techniques.
- Ability to learn use and care of tools and equipment commonly used in buildings and grounds maintenance, including lawn tractors, string trimmers and other power equipment.
- Advanced cash handling/accounting skills.
- Ability to understand and carry out oral and written instructions, and communicate those to other team members.
- Knowledge of basic building and grounds maintenance.
- Knowledge of routine equipment maintenance.

ENVIRONMENTAL CONDITIONS:

Work often occurs outdoors in all weather and temperature extremes of the May through October Vermont season. Regular use of hand and power tools and equipment such as hammers, hand saws, string trimmers and lawn mowers. Significant time may also be spent within the park office/contact station in a non-air conditioned environment. Duties require considerable interaction with the public. Position may require weekend and evening work.

MINIMUM ELIGIBILITY REQUIREMENTS:

Education: High School Diploma or equivalent.
Experience: Previous work experience.