



COLORADO

Parks and Wildlife

Department of Natural Resources

Stagecoach State Park
PO Box 98/25500 CR 14
Oak Creek, CO 80467
Office: (970) 736-2436 Fax: (970) 736-2516

EMPLOYMENT OPPORTUNITY LOCATION: Stagecoach State Park

POSITION: General Intern

DUTIES: This is an internship position to give a candidate an overall view of work at a Colorado State Park. Intern will work in a variety of areas, including but not limited to: working in a visitor center greeting visitors, assisting staff with park patrols, trail maintenance, facility maintenance, general construction and other duties as assigned. Daily interaction with park visitors requires effective communication and public relations skills.

NOTE: This position is up to 40 hours per week and up to six to nine months in duration. School schedules MAY be accommodated. Applicants for all positions may be subject to criminal history background checks, driving history reviews and pre-employment and/or random drug testing
REQUIREMENTS:

- Must be at least 16 years of age
- Must possess and maintain a valid drivers' license and provide a current motor vehicle report.
- Must 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) is required.
- May need to undergo criminal background investigation.
- First Aid and CPR certifications may be required for some positions.
- Possess strong interpersonal communication skills.
- Ability to work with little or no supervision.
- May be required to work the visitor center for an 8 hour shift with meals in the station.
- Ability to work with little or no supervision.

PHYSICAL REQUIREMENTS:

This position will perform physical activities that may require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Ability to perceive color differences and to hear verbal and radio communications.

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.





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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? Some positions use email.

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.





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REQUIRED APPLICATIONS ARE AVAILABLE ON THE WEBSITE (cpw.state.co.us)
SUBMISSIONS WITHOUT APPLICATION WILL NOT BE CONSIDERED. PLEASE DO NOT SEND ONLY A RESUME
AND COVER LETTER.

APPLICATIONS CAN BE SUBMITTED VIA MAIL, EMAIL OR FAX

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PO Box 98
Oak Creek, Co 80467
FAX: 970-736-2516

Park Email: stagecoach.park@state.co.us

