

EMPLOYMENT OPPORTUNITY



LOCATION: Cherry Creek State Park
POSITION: Visitor Services Technician
PAY RATE: (Temporary) Starting at \$12.00 per hour
HIRE DATE: Year round - as needed

DUTIES:

A customer service based position that involves working in a visitor center, entrance station or park office greeting visitors. Daily interaction with park visitors requires effective communication and public relations skills. Specific Duties may include:

- 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 registrations, OHV registrations and snowmobile registrations, fishing and hunting licenses at some locations.
- May operate a cash register at some locations.
- 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
- Cleaning and light maintenance duties of interior and exterior of visitor center and offices
- May assist with special events or programs within the park.
- Other duties as assigned.

REQUIREMENTS:

- Must have a valid Colorado drivers' license or reliable transportation
- Must be able to work weekends, holidays, and varied shifts.
- Previous experience handling money and working with the public is helpful.
- Computer experience is also helpful.
- May need to undergo criminal background investigation.
- Hours: Up to 40 hours per week, nights, holidays and weekends required
- 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 will provide uniform shirts, hats and name tags. Employee will be required to purchase limited uniform items at their own expense.

Applications and information are available online at:

<http://www.cpw.state.co.us/placestogo/parks/CherryCreek/Pages/Jobs.aspx>

Cherry Creek State Park
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Aurora, CO 80014
cherry.creek.park@state.co.us

Fax 303-699-3864 Phone 303-766-6562

Resumes will NOT be accepted in lieu of the official State application

CPW is committed to fairness and equality of opportunity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The Department of Natural Resources participates in [E-Verify](#) in accordance with the program's Right to Work for all newly-hired employees. Upon acceptance of a job offer, employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You may complete section 1 of the I-9 form upon your acceptance of a job offer letter, but no later than your first day of employment and in addition, on your first day, but no later than the third day, you will be required to submit original documents to verify your eligibility to work in the U.S. [Learn more](#) about E-Verify, including your rights and responsibilities.