

Job ID: 51254 - Park Operations Intern

Location: Various

Full/Part Time: Part-Time

Regular/Temporary: Intern

Job Class: Intern

Working Title: Park Operations Intern

- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 01/03/2022
- **Closing Date:** 01/31/2022
- **Hiring Agency/Seniority Unit:** Department of Natural Resources
- **Division/Unit:** Parks and Trails
- **Work Shift/Work Hours:** Varies
- **Days of Work:** Varies
- **Travel Required:** Yes: Internships w/ research duties; No: All other Operations internships
- **Salary Range:** \$15.00 / hourly
- **Classified Status:** Non-Status
- **Bargaining Unit/Union:** 223 - Non-Employee
- **Work Location:** Various
- **Anticipated Start Date:** May 2022
- **Anticipated End Date:** September 2022
- **FLSA Status:** Non-Exempt
- **Connect 700 Program Eligible:** No

Job Summary

The Department of Natural Resources (DNR) provides outdoor recreation activities and manages Minnesota's natural resources to create economic opportunity and a sustainable quality of life. We are driven to find talented, innovative employees to help us carry out this mission.

We are currently seeking to fill up to 13 internships at the following State Park locations: Forestville-Mystery Cave, Frontenac, Glendalough, Great River Bluffs, Lake Vermilion – Soudan Underground Mine, Lake Bemidji, Maplewood, Tettegouche, and Whitewater.

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These positions provide students with an educational experience and on-the-job training in park management, visitor services, and public contact along with assisting with various aspects of park operations. Other opportunities may include learning about and assisting in environmental education and interpretive activities, the maintenance staff, resource management, and assisting the park security staff. To help us learn more about State Park visitors, and to better inform DNR State Park decisions, the Lake Bemidji, Maplewood, and Whitewater internship includes administering visitor surveys for up to approximately 50% of the internship.

Hours of work vary and include evenings, weekends, and holidays. Normal work hours vary depending on day of the week and park needs. Most shifts will include late afternoon and/or evening hours. Housing is only provided at the following location: Tettegouche.

Job responsibilities are unique at each location and may include, but are not limited to:

- Assist staff in daily operation activities while learning about visitor services and customer service by greeting the public and providing information on the park and local area. Daily operation activities include cleaning and grounds maintenance.
- Become familiar with and explain the park rules, regulations, policies, and procedures to the public.
- Sell vehicle permits, firewood, and merchandise.
- Register campers and work with the campground reservation system.
- Learn about and follow auditing procedures by collecting user fees and reconciling the daily receipts.
- All activities are performed under the direction of park management. Student will be trained and instructed in the use of construction tools, construction skills, safety, and park management.
- Administer surveys to state park visitors in accordance with the research protocol, sampling design, and best practices for handling sensitive, non-public data.

Minimum Qualifications

To be eligible for an internship, you must meet the following requirements:

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- You must be a student at an accredited educational institution; AND
- Your advisor must certify that you will either receive academic credit or fulfill an academic requirement. The signature of a sponsoring academic instructor is required prior to beginning an internship.

AND

- Ability to follow directions and work well independently or as part of a team.
- Excellent human relation and communication skills sufficient to interact with park users and to represent the position and Division in a professional, efficient, and clear manner.
- Ability to operate a motor vehicle, ATV, lawn mower, small hand tools, and other equipment and tools.
- Ability to work in adverse weather and environmental conditions.

Preferred Qualifications

- Enrolled in Natural Resources Management or related degree program.
- Ability to effectively manage an emergency situation.
- Ability to provide excellent customer service.
- Experience with or knowledge about social science research methods and survey administration.

Physical Requirements

Medium Work - occasionally lifting articles such as 50 pound bags of feed maximum and frequently lifting and/or carrying objects such as heavy tools and file boxes. This job may require walking or standing to a significant degree on rough terrain or may involve sitting most of the time with pushing and pulling of arm and/or leg controls.

Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Department of Natural Resources that all candidates submit to a background check prior to employment. All job offers are contingent upon passing the following components:

- Employment Reference Check
- SEMA4 Records Check
- Criminal History Check
- Education/license verification

Why Work For Us

Our goal as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of State of Minnesota policies, programs and practices, so that we can support the success and growth of all people.

We are proud to operate within a Culture of Respect that provides a healthy, safe, and productive work environment for all employees. This means that our employees are respectful to one another and to our customers. We believe that promoting a Culture of Respect allows our employees to do their best work in support of the agency's mission.

How to Apply

Apply via the State of Minnesota Careers Portal at <http://www.mn.gov/careers> and search for Job ID 51254. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637).

For additional information about the application process, go to <http://www.mn.gov/careers>.

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Contact

If you have questions about the position, contact Dave Rickert at dave.rickert@state.mn.us or [651-259-5741](tel:651-259-5741).

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. Please indicate what assistance you need.