



2024 Seasonal Opportunities with Vermont State Parks

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Employment Overview

Work in the beautiful Vermont outdoors with some of the friendliest people you'll ever meet. Happy customers continuously tell us that our staff are the best around. Our staff tell us that working for the parks is some of the most rewarding and meaningful work they've ever done. If you have an excellent work ethic, customer service and/or management experience, and great attitude, we'd love for you to apply.

We work towards ensuring a safe, welcoming, and inclusive place for our staff, volunteers, and visitors. Discrimination based on ancestry, sexual orientation, gender identity, age, race, color, religion, sex, national origin, and physical or mental condition is prohibited. All eligible applicants or job-holders have equal opportunity in all areas of state employment.

We are currently recruiting park managers, assistant managers, park interpreters, attendants, workcampers, deckhands for our Burton Island Ferry Boat and more, see listings below. Part-time and full-time positions are available statewide. All jobs are temporary positions and as such do not have a comprehensive benefits package such as paid vacation or health insurance. Apply through the online portal by clicking "Apply Now" button at the top of this page.

All finalists for these positions will be background checked.

Perks

All employees receive two punch passes to share with friends or family, free camping and access to our rental boats on a space available basis, free day use and a free fishing license. Staff will also receive a discount on parks merchandise and free or reduced admission to many Vermont tourist attractions. You will be issued an ID card valid during your time with us to enable you to take advantage of some of these [free attractions](#). Our positions qualify for various pro-deals for those working in the outdoor recreation industry. Optional 457-B deferred compensation plan to help you save for retirement. The best perk of the job = working outside with awesome people.

Captain, Kill Kare/Burton Island Ferry

\$21.10/hour

Operates Vermont State Park's Island Runner ferry boat from Kill Kare State Park to Burton Island State Park. In addition to vessel operation, this position supervises a team of deckhands, provides visitor services, and assists with general maintenance of vessel. 40 hours per week, 3-4 days per week. 12-hour days and weekend work is required. Applicants must hold a current USCG 50-Ton Master's License, or greater. Random chemical (drug) testing will be administered to comply with USCG regulations.

Overall Job Responsibility:

Responsible for the safe operation of Vermont State Park's Island Runner ferry boat wellbeing of up to 80 passengers, including crew and park personnel, while in transit from Kill Kare State Park to Burton Island State Park. Responsible for operating the ferry, passenger safety, general maintenance and upkeep of the 56' vessel, and providing high levels of customer service. Supervises Ferry Boat Deckhands. 40 hours per week, 3-

4 days per week. 12-hour days and weekend work required. Significant experience operating larger (50-60') vessels required. This position requires a USCG 50Ton Master's License, or greater. Requires random chemical (drug) testing to comply with USCG regulations.

Extreme weather conditions do exist in this part of Lake Champlain and utmost caution and discretion must be exercised by the Captain. Waves of 4-6' waves in the area are not uncommon, as are extremely strong winds.

Qualifications Required:

The Island Runner is a US Coast Guard inspected vessel. Captains must hold a valid USCG 50 Ton Master (or greater) license to operate the vessel. Prior experience in boat handling, both large and small, is essential as the Captain is operating a 56' Motor Vessel outfitted with twin Jet Drives, as well as smaller island support vessels. Captain must pass pre-employment and random urinalysis as required by the US Coast Guard.

Education: High school graduation or equivalent and two years of experience in any combination in the following areas: park operations, buildings or ground maintenance, recreation, tourism, hospitality, customer service, conservation, or related field.

OR

High school graduation or equivalent and two years of college in one of the above fields.

Additional Required Current Certifications:

Basic First Aid Certification

CPR Certification

Valid Driver's License

Supervisory Responsibilities:

The Captain is assigned 2 crewmembers, "deckhands". Deckhands are responsible for line handling, assisting passengers in the safe loading and unloading of vessel, passenger safety while underway, and delivering gear to campsites. Captain is responsible for the training and regular safety drills regarding man overboard, fire, and other emergency procedures in accordance with USCG regulations. It is the Captain's responsibility to assign various boat-related tasks to assure the vessel's safety and cleanliness. Boat crew is also expected to assist park staff with park related projects once boat related responsibilities are completed.

The captain is responsible for the safety their crew and passengers at all times.

Skills Required:

Working knowledge of vessel electronic systems to include:

Use of radar	GPS navigation
Depth recorder	Emergency alarm panel
VHF marine radio	Basic computer skills
Electronic charting	

Vessel Maintenance- working knowledge of the following Engine Room Systems:

Dual Caterpillar Diesel engines	Dual Hamilton water jet drives
Northern Lights generator	Monitor vessel electrical system

Examples of Work Performed:

Inspection and Maintenance of all onboard Safety-related systems:

Fire hoses & nozzles	Man overboard module
Fire extinguishers	Emergency life ring
Bilge pumps	Emergency strobe lights
PA system	Emergency life rafts
Personal floatation devices	

Maintain Vessel Log and record:

Engine hours	Fuel, water levels
Weather forecast	List of vessel crew
Lake level, temp, conditions	Passenger count

Clean Vessel:

Restroom facilities	Wheelhouse
Passenger decks	

Inspections:

Engine/generator fluid levels	Jet drives
Condition of bilges	Hull
Sea strainers	Dock lines and cleats

Maintenance as required:

Oil changes	Adding coolant
Add fuel as needed	Clean sea strainers and bilge
Waste pump out	

Other Shoreside Job Duties:

Assist in dock maintenance and repairs
 Assist park staff in pump outs of pleasure boats
 Arrange for and deliver gear to and from campsites
 Basic maintenance and repairs of Island small boat fleet

Environmental Conditions:

Work often occurs outdoors in all weather and temperature extremes of the May through October Vermont season. Work is often outdoors, and often in inclement weather. Regular lifting of gear, materials, and equipment is required. Regular use of hand and power tools and equipment such as hammers, tractors. 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 requires weekend work.

Ferry Boat Deckhand – Kill Kare/Burton Island State Parks

PG 15 - \$16.32/hour

Assists in the operation of Vermont State Park's Island Runner ferry boat from Kill Kare State Park to Burton Island State Park. Position is largely focused on customer service and passenger safety, as well as general maintenance and cleaning of vessel as directed by Ferry Boat Captain. Also responsible for gear deliveries to and from campsites on Burton Island State Park. 40 hours per week, 3-4 days per week. 12-hour days and weekend work required. This position requires random chemical (drug) testing to comply with USCG regulations.

Definition:

This position performs daily deckhand duties aboard Vermont State Parks' Island Runner ferry boat and at Burton Island and Kill Kare State Parks. Position works closely with the Ferry Captain and other State Park staff to facilitate the safe transport of passengers and gear to and from Burton Island. Duties are performed under the direct supervision of the Ferry Boat Captain and the Marine Operations Supervisor.

Examples of Work Performed:

Provides guidance and assistance to passengers embarking and disembarking on the ferry; checks tickets, tallies passengers on board, and ensures that passengers' gear is secure and easy to locate. Assists passengers in loading and unloading gear.

Assists in the safe departure and arrival of ferry to docks; handles the ferry's lines when arriving and departing, as well as providing a stern lookout for captain.

Delivers gear to campsites; assists campers in loading and unloading gear and firewood and delivers to campsites/ferry between ferry runs. Works with captain and other deckhand to coordinate gear deliveries efficiently.

Performs daily vessel checks to ensure the vessel is safe, clean, and ready for operation. Checks bilges, basic mechanical and fluid checks, and disconnects vessel from shore. Communicates any issues to Captain immediately.

Regularly assists in basic cleaning and maintenance tasks including but not limited to bathrooms, decks, and vessel.

Assists in oil changes or other small maintenance projects as directed by vessel captain. Regularly practices and participates as needed with emergency procedures; provides excellence in customer service.

Knowledge, Skills, and Abilities:

Ability and willingness to work with other people

Ability to communicate effectively with passengers and fellow crew members to ensure safety and enjoyment of passengers

Physical ability and condition sufficient to perform required duties

Ability and willingness to learn and conduct emergency operations, basic vessel operation and maintenance, and cleaning, all under Captain's direction

Skill in working in a team setting

Environmental Conditions:

Duties are performed in a variety of field situations, frequently on boats, frequently in inclement weather conditions, and on slippery, unsteady surfaces such as docks and boat decks. Work is performed on Lake Champlain, frequently in rough lake conditions. Standing, bending, and reaching for long periods of time will be required. Work includes some hazardous materials handling. Safety equipment as well as State Park shirts and hats are provided. Typical schedule is twelve-hour days, three on, four off, four on, three off. Weekend/holiday work is required.

Minimum Eligibility Requirements:

Education: High School Diploma or equivalent or three (3) years of high school.

Special Requirements:

Incumbents must be 18 years of age or older by start date.

As a merchant mariner, incumbents must submit to both pre-employment and random chemical (drug) testing in accordance with 46 C.F.R. § 16.

Maintenance Mechanic B

PG 18 - \$19.03/hour

Skilled maintenance work at or above the journeyman level of difficulty and responsibility in construction, structural maintenance and repair of park facilities, buildings, grounds, small equipment, and utilities. The duties include performing routine maintenance and repair work in an independent park setting on a project-by-project basis. To perform duties, the use of a variety of construction and mechanic tools, small equipment, and vehicles is typical. Lifting heavy weights (up to 75 lbs.) is typical. A background in carpentry, plumbing and/or small equipment repair is a plus. When applying on-line, apply to one or more of the following "Park Preferences" for these maintenance positions:

Emerald Lake Maintenance Shop, Button Bay Maintenance Shop, Lake Carmi Maintenance Shop, Knight Point Maintenance Shop, Groton Maintenance Shop and/or Gifford Woods Maintenance Shop

Class Definition:

Skilled maintenance work at or above the journeyman level of difficulty and responsibility in the construction, structural maintenance and repair of buildings, grounds and utilities. An employee in this class may supervise Maintenance Mechanics A and other maintenance personnel and volunteers in construction repair, alteration or general preventive maintenance work and may also independently perform specialized and difficult work in a skilled trade area. Positions report to a technical supervisor.

Examples of Work:

Plans, lays out, draws sketches, and orders materials for new construction or difficult alteration work which does not require engineering level design skills. Supervises volunteers and employees engaged in actual construction and alteration work. Supervises skilled and semiskilled tradesmen in the maintenance and repair of machinery, equipment, buildings and utilities. Supervises and participates in the installation and repair of electrical equipment, wiring, plumbing and heating and ventilation equipment and lines. May prepare daily/weekly project status reports and related paperwork. Ensures that proper safety procedures and applicable codes are observed. Performs related work as required.

Environmental Factors:

Duties are performed outdoors and inside buildings. Incumbents must be able to climb ladders, lift heavy weights (up to 60 lbs.), and work in cramped, damp, or poorly ventilated areas. Manual dexterity is needed to operate equipment and use tools. Some evening or overtime work may be necessary. Certain positions may require possession of a valid driver's license. Certain positions may be assigned work in State institutions and correctional facilities, where exposure to patients and inmates is present.

Minimum Qualifications:

Knowledge, Skills and Abilities:

Considerable knowledge of the methods, practices, tools and materials used in building and mechanical maintenance and repair work.

Considerable knowledge of safety procedures used in construction and maintenance activities.

Skill at or above the journeyman level in the use and care of tools and equipment.

Ability to read and interpret blueprints of significant complexity.

Ability to follow complex oral and written instructions.

Ability to plan, lay out, assign, inspect and supervise the work of apprentices and other laborers.

Ability to estimate materials and to order and control materials to effect most economical use.

Ability to prepare and maintain basic project reports/records.

Ability to communicate effectively orally and in writing.

Education and Experience:

High School or vocational school graduation, including at least one (1) year of industrial arts and/or mechanical repair type vocational training courses.

OR

Two (2) years at the apprentice level in carpentry, plumbing, and /or small engine repair.

Education/ Experience may be substituted with 3 years of work experience in any of the trades.

Special Requirements: n/a

Parks Administrative Assistant B – Springfield Regional Office only

PG 19 - \$20.00/hour

This position starts early June and ends in mid-December for up to 1280 hours in a calendar year. Work hours and days are flexible within this timeframe. We are looking for a well-organized person with experience in an office setting. Microsoft Teams, DocuSign, Excel spreadsheets, as well as various other computer applications are used daily. Knowledge of Vermont State Parks is a plus! This position is critical to the staffing, hiring, and training of up to 100 seasonal staff for the Southeast State Parks. Duties include scheduling interviews, sending out and processing hiring paperwork, and data entry. Other duties include working with other regional staff to manage the Special Use Permit and License program. Don't worry... you can get outside as well! During the parks operating season you may be called upon to work in a park, or to deliver supplies and merchandise to the field personnel. Duties are typically performed in our office in Springfield, but there is an option for limited telework.

Park Attendant

PG 15 - \$16.32/hour

Spend your summer in a gorgeous outdoor setting while providing high quality customer service, working with a team or independently on general maintenance and grounds keeping and/or park office duties such as day use fee collection and campground reservations. Experience desirable. Weekend work most likely will be required. Perks include free camping, fishing licenses and free admission to Vermont attractions as well as cool nature moments. This position can also be used as a college internship.

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 or Assistant Manager.

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:

- 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

Park Interpreter

PG 16

Serves as a summer interpreter at one or two State Parks. Responsible for developing, scheduling and delivering natural and cultural history programs, hikes, recreation activities, etc. Prior related education and experience necessary. Requires working split shift schedules. Basic First Aid & CPR certification required. Weekend and evening work required.

Definition:

This is a professional position responsible for interpreting Vermont's natural and cultural resources to audiences in state parks as an integral component of the mission of the Division of State Parks and the Department of Forests, Parks and Recreation. Responsibilities include managing a park nature center, providing nature programs to the public, and creating displays and other exhibits for the nature center and park. Duties are performed under the supervision of a Park Manager with program coordination and supervisory assistance from a Conservation Education Coordinator. This position has a need for significant independence in performing job duties.

Examples of Work Performed:

Manages a park nature center during the operating season, including purchasing supplies, scheduling and advertising weekly programs through local media and other postings, arranging guest speakers and events, conducting nature programs, including nature walks and hikes, organizing recreational activities, keeping attendance records and completing required reports. Conducts background research for and creates a variety of interpretive displays primarily for the nature center and also for selected areas in the park. Secondary duties may include assisting with trail maintenance and displays, updating trail and program literature and brochures, creating and showing slide presentations and other duties as assigned. Park Interpreters attend a pre-season intensive training program to receive certification or credits toward re-certification as a Certified Interpretive Guide as well as a mid-season professional development event.

Knowledge, Skills, and Abilities:

- Knowledge of scientific principles in the fields of natural and physical sciences
- Knowledge of principles of public speaking, especially in a context of speaking to and working with children
- Knowledge of the principles and methods of park interpretation
- Skill in communicating in writing and orally to audiences of all ages
- Skill in organizing the components of a nature center program for targeted age ranges
- Skill in working with other staff, the general public and children
- Skill in creating and building attractive interpretive displays
- Ability to pass the Certified Interpretive Guide exam
- Ability to use field guides such as but not limited to those for plants and animals
- Ability to use creativity in planning, designing and building interpretive displays
- Ability to deal tactfully with the public and offer excellence in customer service
- Ability to keep accurate records of nature program attendance
- Ability to follow park administrative policies and procedures
- Ability to work independently in performing job duties in a satisfactory manner

Environmental Conditions:

Incumbents must be able to lift heavy items and work outdoors in hot and sunny or cold and rainy conditions, and must dress appropriately for the situation. Safety equipment is supplied when needed.

Minimum Eligibility Requirements:

Education and Experience: Bachelor's degree from an accredited college or university with major course of study in one of the natural or physical sciences, parks and recreation, environmental education or related fields AND one year of experience as a nature interpreter or an educator in a natural sciences field.

OR

A minimum of three years of coursework from an accredited college or university concentrating on one of the fields listed above AND two years of experience as a nature interpreter or an educator in a natural sciences field.

OR

An associate's degree in a field related to those listed above AND three years of experience as a nature interpreter or an educator in a natural sciences field.

Required Current Certifications:

- Basic First Aid
- CPR Certification
- Valid Driver's License

Parks Maintenance Worker II

PG 15 - \$16.32/hour

Incumbents may perform apprentice level tasks in one or more skilled trade areas depending on assignment. Typical examples include rough carpentry, prepare and paint exterior or interior surfaces, walls and ceilings, and maintaining small engines for the maintenance and repair of park facilities, building and grounds. The use of a variety of construction and mechanic tools, small equipment and vehicles is typical. Lifting heavy weights (up to 75lbs.) is typical. Incumbent will be supervised by the Maintenance Mechanic B or Maintenance Technicians. When applying on-line, apply to one or more of the following "Park Preferences" for these maintenance positions:

Emerald Lake Maintenance Shop, Button Bay Maintenance Shop, Lake Carmi Maintenance Shop, Knight Point Maintenance Shop, Groton Maintenance Shop and/or Gifford Woods Maintenance Shop

Environmental Factors:

Duties are performed outdoors and inside buildings. Incumbents must be able to climb ladders, lift heavy weights (up to 60 lbs.), and work in cramped, damp, or poorly ventilated areas. Manual dexterity is needed to operate equipment and use tools. Some evening or overtime work may be necessary. Certain positions may require possession of a valid driver's license. Certain positions may be assigned work in State institutions and correctional facilities, where exposure to patients and inmates is present.

Minimum Qualifications:

Knowledge, Skills and Abilities:

Knowledge of the methods, practices, tools and materials used in building and mechanical maintenance and repair work.

Knowledge of safety procedures used in construction and maintenance activities.

Skill at or above the journeyman level in the use and care of tools and equipment.

Ability to read and interpret blueprints of significant complexity.

Ability to follow complex oral and written instructions.

Ability to plan, lay out, assign, inspect and supervise the work of apprentices and other laborers.

Ability to estimate materials and to order and control materials to effect most economical use.

Ability to prepare and maintain basic project reports/records.

Ability to communicate effectively orally and in writing.

Education and Experience:

High School or vocational school graduation, including at least one year of industrial arts and/or mechanical repair type vocational training courses.

Education may be substituted for two years of seasonal employment with Vermont State Parks or similar organization at the Park Attendant level, with experience in carpentry, plumbing or small engine repair a plus.

Special Requirements: n/a

Parks Restoration Crew Leader

\$21.10/hr

Incumbents will be responsible for supervising a Vermont Youth Conservation crew of up to 5 members made up of young adults starting their careers in the building trades. The crew leader should have experience leading and training young adults in an outdoor setting. The Parks Restoration Crew Leader manages day to day construction work including framing, roofing, flooring, siding and finish work. They must operate and be able to instruct their crew on a variety of power tools including drills, drivers, saws, and nailers. Leaders must maintain a clean and safe job site, ensure efficient, timely and high-quality production, and maintain regular communications with the Parks Maintenance Foreman and the Vermont Youth Conservation Crew Leaders. Projects may include building backcountry outhouses, roofing, painting and miscellaneous trail work. This position works out of the Groton Maintenance Shop in Marshfield, Vermont. Season runs from mid-April through the end of October.

Seasonal Lifeguard – Button Bay State Park

PG 15 - \$16.32/hour

Responsible for day-to-day lifeguard duties at the in-ground pool as well as routine grounds, facility and equipment maintenance. In addition to being part of the park emergency team, other work may include raking and removing litter from picnic areas and campsites; mowing and trimming lawns; giving visitor information and assistance; visitor registration; assisting with accident investigation; and assisting with rules and regulation compliance. Housing may be provided. CPR, First Aid and Lifeguard Certification required before start date. Lifeguard certification or re-certification may be covered by Vermont State Parks for qualified applicants. These positions are limited to Button Bay State Park.

Definition:

Performs daily lifeguard duties as well as daily park operation and facilities maintenance. Position reports to State Park Manager or assistant.

Examples of Work Performed:

Performs lifeguard duties including but not limited to monitoring swimming pool area for safety, performing routine maintenance including but not limited to vacuuming, chemical balance and filter cleaning. Performs park operations and maintenance functions such as primary duties of: cleaning rest rooms; performing minor repairs to facilities and equipment; relieving staff in contact station operations; assisting with park monitoring for rules and regulations compliance; serving as a member of the park's emergency team; assisting with accident/incident investigations; completing a variety of forms and reports; serving as primary staff responsible for supply inventory, and assisting with staff scheduling and training and other related duties as assigned.

Knowledge, Skills, and Abilities:

- Thorough knowledge of CPR and other lifesaving and first aid techniques appropriate for a public swimming pool environment.
- Knowledge of park operations and customer service skills
- Thorough knowledge of basic bookkeeping and accounting.
- Skill in using a computer for financial and inventory tracking.
- Skill in working with other people and the general public.
- Skill in understanding and carrying out complex oral and written instructions.
- Physical ability and condition sufficient to perform required duties.
- Skill in working in a team setting.

Environmental Conditions

Must be able to lift heavy items and work outdoors in hot and sunny or cold and rainy conditions. Guard must be able to remain alert for long periods of time, using all senses capable of repetitive scanning without distraction, surveilling complete pool area for essential safety practices. At times, must be able to react quickly and decisively to control large groups of people in response to weather, chemical or organic emergency situations. Incumbents must dress appropriate to their job circumstances and be able to deal with rule enforcement for park visitors. Incumbents stand for long periods of time. Safety equipment is provided when needed.

Minimum Eligibility Requirements

Education: Red Cross Lifeguard Course and First Aid and CPR certifications.

Experience: Six months previous employment demonstrating basic work ethics and practices. Three months of lifeguard or life rescuing experience.

Note: Candidates may be required to hold a valid driver's license.

Seasonal Trails Coordinator I

Pay Grade: 18 (\$19.03 per hour)

Season: Flexible, up to 32 weeks (1,280 hours)

State Lands: Assigned District

This position coordinates trails program and projects in an assigned district for the Department of Forests, Parks and Recreation. Plans, develops, and coordinates trail maintenance and development projects, and supervises and monitors in-house, contracted and volunteer trail crews. Develops and coordinates a volunteer trail maintainer program on state lands. May also support the preparation of grants, requests for proposals, and contracts for trail projects. Duties are performed under the general direction of the Forest Recreation Specialist, Parks Regional Manager or State Lands Stewardship Forester, but with need for significant independence interacting with the public and outside service providers. Wilderness First Aid/Responder and CPR certifications desired, as well as chainsaw certification (Game of Logging). Must have driver's license. State or rental vehicle will be available. Positions are being hired out of all five district offices: Springfield, Rutland, Essex Junction, Barre, and St. Johnsbury. Hours per year range from 960-1280. Applications accepted until positions are filled.

Definition:

Assists Vermont Department of Forests, Parks and Recreation staff with the operation and management of the Vermont state trail program. Coordinates trail maintenance and development projects, and supervises and monitors in-house, contracted and volunteer trail crews. May play a role in the training of the State Trail Crew (STC) and supervises the STC when operating within their assigned district. Assists with the preparation of grants, requests for proposals, and contracts for trail projects. Duties are performed under the general direction of the District Recreation Representative but with need for significant independence interacting with the public and outside service providers.

Examples of Work Performed:

Trail Assessment and Monitoring

- Periodically inspects and assesses trails to determine compliance with appropriate standards for safety and general condition.
- Collects location data of trails through use of GPS and creates trail maps in ArcGIS.
- Collects visitor information and numbers on trail use.
- Develops, coordinates, and implements long-term maintenance plans for trails within district.

Project Development and Stewardship

- Plans and conducts needed work to maintain/bring up trails to acceptable standards.
- Performs trail maintenance using hand tools, power tools (chainsaws, brush saws, etc.) and heavy equipment, as needed.
- Plans, designs and lays out trail maintenance and construction projects.
- Develops budget and monitors expenditures for trail grants.
- Estimates costs of new trail construction and/or trail maintenance and improvement projects, including labor, materials, and equipment.
- Designs, plans and orders supplies and materials for new and replacement structures on trails.
- Assists with grant and project management, including monitoring budgets, coding invoices, time sheets, obtaining permits and clearances for all projects.

Project Management and Supervision

- Plans work log for the state trail crew and directly supervises their work when operating within their assigned district.
- Supervises and monitors the State Trail Crew, volunteers, trail crews from the Vermont Youth Conservation Corps, Northwoods Stewardship Center, and Green Mountain Club, and private contractors on a project basis.
- Ensures compliance with federal, state and local permits.
- Provides training to Volunteer Trail Maintainers, State Park Rangers and other FPR staff, as needed.

Outreach, Communication, and Collaboration

- Develops, monitors and maintains informational and interpretative trail signage.
- Coordinates and communicates with various trail organizations on relevant trail issues and projects, as assigned.

- Represents the FPR at local meetings and through personal contact with the public, media, and outside service providers.

Other Duties

- Provides assistance with state park or other forestry-related projects.
- Performs related work as required.

Knowledge, Skills and Abilities Required

The ideal candidate will have the following skill sets:

- Extensive knowledge of the methods, best practices, tools, and materials used in trail construction, maintenance, and signing.
- Extensive knowledge of equipment maintenance and operation.
- Knowledge of trail design standards for various trails uses. Knowledge of environmental issues related to trails management.
- Ability to follow complex oral and written instructions. Ability to demonstrate excellent oral and written communication skills.
- Ability to estimate materials, and to order and control materials to affect the most economical use.
- Ability to plan, lay out, assign, inspect, and supervise the work of employees, contractors, and volunteers.
- Ability to establish and maintain effective working relationships. Ability to work effectively with trail and other recreational groups and organizations. Ability to solve problems, negotiate, and build consensus.

Knowledge, Skills and Abilities Required for Full Class Performance:

- Knowledge of applicable state and departmental rules, regulations, policies, and procedures.
- Knowledge of applicable federal, state, and local permit processes.
- Knowledge of and the ability to maintain equipment and tools used in trail maintenance, construction, and repair projects.
- Ability to train and supervise various types of employees.
- Ability to complete assignments correctly and in a safe and timely manner.
- Ability to be flexible in daily schedule and work under stressful situations.

Environmental Factors:

Duties are performed outdoors in all types of weather. Members must demonstrate the following:

- Lift heavy items, at times up to 50 lbs.
- Carry heavy loads over difficult terrain in a variety of weather conditions.
- Manual dexterity is needed to operate equipment and use tools.
- Camp in both front country and back country settings.
- Some evening or overtime work may be necessary.

Minimum Qualifications for Application:

Education: Bachelor's degree in natural resource management, environmental sciences, recreation management and administration, park management and administration, engineering or related field.

Experience: Three years of progressive experience in trail and/or park management, development, construction, and maintenance. A valid driver's license is required for travel to work sites.

Certificates: Wilderness First Aid or Wilderness First Responder. Chainsaw training either Game of Logging Level 1 and 2 or Forest Service Chainsaw training (S212). (FPR may be able to provide these trainings if needed depending on available funding).

Note: Additional course work in parks, recreation, leisure facilities management, natural resources management, or a related field may be substituted for the experience on a semester for six months basis.

Provided by FPR: Safety equipment, workstation in an FPR District office, laptop, and cellphone; training opportunities focused on trails design, layout and construction.

Additional Compensation: Mileage reimbursement if vehicle is used for work, access to State Park campsites based on availability, Wilderness First Aid and Game of Logging (as needed) and trail construction/maintenance skill training, stipend toward the purchase of chainsaw boots, VT State fishing license.

Seasonal Trails Coordinator II

Pay Grade: 19 (\$20.00 per hour)

Season: Flexible, up to 32 weeks (1,280 hours)

State Lands: Assigned District

This position coordinates trails program and projects in an assigned district for the Department of Forests, Parks and Recreation. Plans, develops, and coordinates trail maintenance and development projects, and supervises and monitors in-house, contracted and volunteer trail crews. Develops and coordinates a volunteer trail maintainer program on state lands. May also support the preparation of grants, requests for proposals, and contracts for trail projects. Duties are performed under the general direction of the Forest Recreation Specialist, Parks Regional Manager or State Lands Stewardship Forester, but with need for significant independence interacting with the public and outside service providers. Wilderness First Aid/Responder and CPR certifications desired, as well as chainsaw certification (Game of Logging). Must have driver's license. State or rental vehicle will be available. Positions are being hired out of all five district offices: Springfield, Rutland, Essex Junction, Barre, and St. Johnsbury. Hours per year range from 960-1280. Applications accepted until positions are filled.

Definition:

The Trails Coordinator II (TCII) will work with other District staff to manage recreational trails and other infrastructure such as bridges, gates, parking areas, vistas, signs, kiosks, shelters, and boundaries. The TCII plans, develops, and coordinates trail maintenance and development projects, and supervises and monitors in-house, contracted, and volunteer trail crews. The TCII oversees the Vermont State Trail Crew (STC). The STC is a 4 to 6-person trail crew that is available to operate on Vermont State Lands managed by the Department of Forests, Parks and Recreation. The TCII also supports and oversees the district volunteer trail maintainer program. Duties are performed under the general direction of the Forest Recreation Specialist, but with need for significant independence interacting with the public and outside service providers.

Examples of Work Performed:

State Trail Crew

- Works with District recreation staff to develop the STC season schedule.
- Supports the development and implementation of STC trainings.
- Compiles weekly STC accomplishments using a weekly work log and generates an annual report of accomplishments.
- Ensures the STC has appropriate equipment and PPE to perform weekly projects.
- Ensures the District recreation staff have needed project materials in place prior to the arrival of the STC.
- Plans work for the State Trail Crew and directly supervises their work when the crew is operating within their district.

Partner Organization and Community Support

- Supervises and monitors trail crews from the Vermont Youth Conservation Corps, Northwoods Stewardship Center, and Green Mountain Club, and private contractors on a project basis. Coordinates with various trail organizations on relevant trail issues as needed and with the guidance of the Forest Recreation Specialist.
- Represents FPR at local meetings and through personal contact with the public, media, and outside service providers.

Volunteer Management

- Coordinates and monitors volunteers and volunteer projects in coordination with appropriate user groups such as the Vermont Horse Council, Vermont Association of Snow Travelers, and Catamount Trail Association.
- Supports the development and implementation of training events for the District's Trail Maintainer Program.
- Performs outreach to Trail Maintainers collecting feedback on trail conditions for use in determining future project prioritization.
- Supports the management of the Trail Maintainer database and performs recruitment to fill vacancies as needed.

Trail Data

- Uses the ESRI Collector App to support the management of GIS trail infrastructure data bases ensuring new and replaced infrastructure is updated.
- Supports the documentation of trail use by managing trail sign-in boxes and infrared and metal trail counters under the guidance of Forest Recreation Specialists. Work may include the processing of data and generation of reports.

- Collects location data of trails through use of GPS and creates trail maps in ArcGIS.

Project Planning and Implementation

- Periodically inspects and assesses trails to determine compliance with appropriate use standards for safety and general condition.
- Plans and conducts needed roving work to ensure trails are accessible for the State's designated uses and maintained to appropriate tread width, height clearance, and trail corridor width. Ensures trail corridors and drainages are clear of branches, saplings and debris; conducts poststorm removal of blowdowns and debris; maintains drainages and waterbars; and repair/replaces signs and bridges, as needed.
- Develops, coordinates, and implements long-term maintenance plans for trails within district.
- Estimates costs of new trail construction and/or trail maintenance and improvement projects, including labor, materials, and equipment.
- Plans, designs and lays out new trails. Coordinates informational and interpretative trail signage improvements. Works with the Forest Recreation Specialist to prepare grant proposals, bid estimates and requests for proposals, and contracts for trail projects in region/district.
- Designs, plans, and orders supplies and materials for new and replacement structures on trails.
- Manages grants and projects, including monitoring budgets, coding invoices, time sheets, and obtaining permits and clearances for all projects.
- Works with the Forest Recreation Specialist to develop and implement training for State Park Rangers and trail maintainers, as needed.
- Performs trail maintenance using heavy equipment, chainsaws, and hand tools as needed.
- Ensures compliance with federal, state and local permits.
- Develops budget needs and monitors expenditures for trail grants.

Knowledge, Skills and Abilities Required for Class Entry:

- Extensive knowledge of the methods, practices, tools, and materials used in trail construction, maintenance, and signing.
- Extensive knowledge of equipment maintenance and operation.
- Knowledge of trail design standards for various trails uses. Knowledge of environmental issues related to trails management.
- Knowledge and experience with light carpentry and construction skills.
- Ability to follow complex oral and written instructions. Ability to demonstrate excellent oral and written communication skills.
- Ability to estimate materials, and to order and control materials to ensure the most economical use.
- Ability to plan, lay out, assign, inspect, and supervise the work of employees, contractors, and volunteers.
- Ability to establish and maintain effective working relationships. Ability to work effectively with trail and other recreational groups and organizations. Ability to solve problems, negotiate, and build consensus.
- Ability to use Word, Excel, and ArcMap.

Knowledge, Skills and Abilities Required for Full Class Performance:

- Knowledge of applicable state and departmental rules, regulations, policies, and procedures.
 - Knowledge of the basic principles, concepts and methodology associated with public administration, contract management, and MOUs from other trail organizations.
 - Knowledge of applicable federal, state, and local permit processes.
 - Knowledge of and the ability to maintain equipment and tools used in trail maintenance, construction, and repair projects.
- Ability to train and supervise various types of employees.
- Ability to complete assignments correctly and in a safe and timely manner.
 - Ability to be flexible in daily schedule and work under stressful situations.

Environmental Factors:

Duties are performed indoors and outdoors in all types of weather. Some lifting of heavy items is required. Manual dexterity is needed to operate equipment and use tools. Some evening or overtime work may be necessary. A valid driver's license is required for travel to work sites.

Minimum Qualifications for Application:

Education: Bachelor's degree in natural resource management, environmental sciences, recreation management and administration, park management and administration, engineering or related field.

Experience: Three years of progressive experience in trail and/or park management, development, construction, and maintenance.

Certificates: Wilderness First Aid or Wilderness First Responder. Chainsaw training either Game of Logging Level 1 and 2 or Forest Service Chainsaw training (S212). (FPR may be able to provide these trainings if needed depending on available funding).

Note: Additional course work in parks, recreation, leisure facilities management, natural resources management, or a related field may be substituted for the experience on a semester for six months basis.

Provided by FPR: Safety equipment, workstation in an FPR District office, laptop, and cellphone; training opportunities focused on trails design, layout, and construction; mileage reimbursement when a personal vehicle is used for work.

Additional Compensation: Mileage reimbursement if vehicle is used for work, access to State Park campsites based on availability, Wilderness First Aid and Game of Logging (as needed) and trail construction/maintenance skill training, stipend toward the purchase of chainsaw boots, VT State fishing license.

State Trail Crew Leader

Pay Grade: 17 (\$18.01 per hour)

Season: Up to 27 weeks, typically from May-November

State Lands: Statewide

Definition:

The State Trail Crew Leader prepares for, and leads, a 2-6-person trail crew on recreation and trail projects in on Vermont State Lands. The Crew Leader is responsible for the safety and supervision of the team and is accountable for the quality and completeness of work projects. Under the supervision of the seasonal Trail Coordinator(s) and/or district recreation staff, the Crew Leader will plan the logistics involved in the completion of each job, including but not limited to, organizing proper tools, procuring materials, and arranging crew accommodations while working on projects.

Examples of Work Performed:

Season Preparation and Planning

- Understand and become familiarized with the project scope of work. The field season can contain up to 26 field projects.
- Organize the tools, materials, and accommodations necessary to see projects to completion.
- Order necessary tools, equipment, materials, and safety supplies under the guidance of the Trail Coordinator II.

State Trail Crew Oversight and Management

- Assist with crew training.
- Responsible for the crew's safety when on projects- assessing weather, environmental, tool, and highline system conditions. The Crew Leader will be responsible for relaying unique safety protocols for each project to Crew Members, ensuring their understanding and compliance.
- Ensure that all Crew Members and volunteers on project are using appropriate personal protective equipment, are operating within established safety protocols, and are performing work to established standards.
- Responsible for all work to be completed to the standards outlined by the Trail Coordinator and/or District staff.
- Responsible for ensuring that best practices for trail maintenance and construction are applied to work projects.
- Ensure the maintenance, care, and repair of crew tools- including hand tools and power equipment (grapple, chainsaws, rock drills).
- Responsible for operating, and supervising the operation of, heavier equipment such as mini-excavators and walk-behind, motorized wheelbarrows.
- Complete light carpentry work- in both front and backcountry settings- needed on projects ranging from the building of kiosks to the construction of footbridges.
- Employ advanced trail building techniques in the maintenance and restoration of trails, such as rockwork, hazard tree/blowdown removal, and the use of a chainsaw to mill lumber on project sites.
- Respectfully represent, and ensure that the State Trail Crew represents, Vermont FPR when interacting with the public.
- Responsible for the maintenance and upkeep of the rental vehicle, if applicable, and paperwork associated with the use of the rental vehicle.

Documentation and Budget Management

- Assist the Trail Coordinator and District Recreation Representative with the purchase and ordering of annual safety supply and equipment purchases, consistent with program budget.
- Document trail conditions and report, as needed, to the appropriate Trail Coordinator or District Recreation Representative for consideration in future work plans. Trail improvements and new trail construction is documented with the use of the ESRI Collector App (training on app use to be provided by FPR).
- Document work accomplished by the trail crew with Weekly Work Logs. They also maintain crew paperwork and ensure that time sheets are filled out properly and handed in on time.
- Responsible for submitting a report of accomplishments at the end of the field season.

Knowledge, Skills, and Abilities Required:

The ideal candidate will have the following skill sets:

- Extensive knowledge of the methods, practices, tools, and materials used in trail construction, maintenance, and signing.

- Knowledge of trail design standards for various trails uses. Ability to solve problems, negotiate, and build consensus.
- Ability to establish and maintain effective working relationships.
- Ability to work effectively with trail and other recreational groups and organizations.
- Ability to follow complex oral and written instructions.
- Knowledge of equipment maintenance and operation.
- Familiarity and experience with griphoist and highline systems
- Familiarity and experience (certification preferred) with chainsaw operation.
- Ability to demonstrate excellent oral and written communication skills.
- Ability to estimate materials, and to order and control materials to affect the most economical use.
- Ability to plan, assign, inspect, and supervise the work of employees, contractors, and volunteers.
- First Aid and CPR Certified (Wilderness First Aid/First Responder preferred).

Environmental Factors:

Duties are performed outdoors in all types of weather. Members must demonstrate the following:

- Lift heavy items, at times up to 50 lbs.
- Carry heavy loads over difficult terrain in a variety of weather conditions.
- Manual dexterity is needed to operate equipment and use tools.
- Camp in both front country and back country settings. (The crew will travel from various work areas and may have access to campsites, lean-tos, or cabins, if available. Where developed campsite facilities are not available, the crew will establish and camp at a spike camp location close to the worksite location.)

Minimum Qualifications for Application:

Education: High School Diploma

Experience: Two years of progressive experience in trail and/or park management, development, construction, and maintenance. A valid driver's license is required for travel to work sites.

Note: Additional course work in parks, recreation, leisure facilities management, natural resources management, or a related field may be substituted for the experience on a semester for six months basis.

Provided by FPR: Cellphone and safety equipment.

Additional Compensation: Mileage reimbursement if vehicle is used for work, access to State Park campsites based on availability, Wilderness First Aid and Game of Logging (as needed) and trail construction/maintenance skill training, stipend toward the purchase of chainsaw boots, VT State fishing license.

Seyon Lodge Cook

PG 17 - \$16.89/hour

Skilled cooking and supervisory work involving daily planning, preparation and serving food to guests at Seyon Lodge State Park, one of Vermont's unique state parks located in Groton State Forest. When Innkeepers are absent, supervises lodge attendants and acts as assistant to Innkeepers. Work is performed in a commercial kitchen and requires considerable guest contact. Weekend work is required. Position is in Northeast VT. Apply online to "Seyon Lodge" in the Park Preferences section in the online portal (Region 4).

Definition:

Skilled cooking and supervisory work involving daily planning, preparation and serving of food at Seyon Lodge. Duties involve preparing and serving food for guests or acting as assistant to the Innkeepers while performing the role of cook and supervising lodge attendants. Work is reviewed through observation on the job and evaluation of results achieved. Supervision may be exercised over lodge attendants when Innkeepers are absent. Incumbents generally may consult with the Innkeeper on kitchen or menu problems. Work is reviewed for conformance to institutional and health standards and regulations.

Examples of Work Performed:

Assists Innkeepers in planning, supervising, organizing, assigning, reviewing and inspecting the food menu and preparing food on a daily basis. When Innkeepers are absent, supervises lodge attendants assigned to the kitchen, and participates in cooking and preparing food, including complete menus. Consults with Innkeepers to determine best preparation methods for special diet foods. Instructs subordinates in cooking special diet menu foods. Operates standard cooking equipment and makes minor adjustments and repairs. Checks kitchen to make sure necessary supplies are available. Prepares daily reports and maintains kitchen food and supply records. Supervises the cleaning of kitchen, utensils, storeroom, and refrigerators to maintain sanitary and healthful conditions. May supervise and participate in canning foods and baking pastries. Performs related duties as required.

Knowledge, Skills, and Abilities Required:

- Ability to project food service needs and cost for budgeting purposes.
- Ability to keep accurate records and prepare reports.
- Ability to follow oral and written instructions.
- Ability to work independently.
- Ability to oversee subordinates and direct work assignments.
- Ability to work long hours while standing under conditions of high heat and humidity.
- Ability to lift objects weighing up to 60 lbs.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships.
- Knowledge of modern methods used in food service and preparation.
- Knowledge of liquid and dry measurements used in volume cooking.
- Knowledge of food refrigeration and preservation procedures.
- Knowledge of health, sanitary, and safety practices involved in large scale cooking.

Environmental Conditions:

Work is performed in a commercial kitchen during an assigned shift. Incumbents must be able to operate cutters and slicers, handle knives, lift heavy weights (up to 60 lbs.), and work under conditions of high heat and humidity. Duties require considerable public contact, occasionally under stressful conditions. Incumbent must work on weekends when the park is open.

Minimum Eligibility Requirements:

Education: High school graduation or GED.

Experience: Two years of experience in hotel/resort, restaurant, park operations, park maintenance, recreation, or a related leisure or travel service field,

OR

one year of experience in hotel/resort, restaurant, park operations, park maintenance, recreation, or a related leisure or travel service field AND two semesters of course work in parks, recreation, hotel/resort management, culinary arts or commercial food preparation, and/or leisure facilities management; parks recreation and leisure studies; or a related field at a technical college or university,

OR

four semesters of course work in parks, recreation, hotel/resort management, culinary arts or commercial food preparation, and/or leisure facilities management; parks recreation and leisure studies; or a related field at a technical college or university.

Special Requirements:

Basic First Aid Certification is required.

CPR Certification is required.

Seyon Lodge Lead Guest Services Associate

PG 16 - \$16.04/hour

Serves as the guest services associate at Seyon Lodge professionally and courteously representing the park while performing the general to more complex guest services duties including day-to-day lodge housekeeping, restaurant service, maintenance and operation of the Seyon Lodge. Position reports to the Seyon Innkeepers or Seyon Lodge Cook in the absence of the Innkeepers. Weekend work is required. Position is in Northeast VT. Apply online to "Seyon Lodge" in the Park Preferences section in the online portal (Region 4).

Definition:

Serves as the lead guest services associate at Seyon Lodge representing Vermont State Parks professionally and courteously while performing the general to more complex guest services including day-to-day lodge housekeeping, restaurant service, maintenance and operation of the Seyon Lodge. Position reports to the Seyon Innkeepers or Seyon Lodge Cook in the absence of the Innkeepers.

Examples of Work Performed:

May supervise or train others at Seyon Lodge. May assist with developing staff schedules. May assist with initiating and supervising minor operation and maintenance projects for the lodge. Routine maintenance of lodge, grounds and facility care such as cleaning and preparing guest rooms, bathrooms, and lodge common rooms and areas, including the conference facility; food preparation, serving of meals, and kitchen cleanup; mowing lawns, raking and removing litter and rubbish from all public spaces; tending to vegetable and flower gardens that provide lodge food and decor; maintaining fishing boats for anglers; and preparing and painting lodge and grounds structures. Performs routine equipment maintenance. General lodge operations such as providing excellent customer service both over the phone and in-person; assisting lodge guests with check in; preparing, serving food and cleaning of kitchen; boat rentals for anglers; assisting with special events and weddings including setting up tents, tables and chairs and parking guests; assisting with rule and regulation compliance; serving as member of lodge emergency management team; assisting with accident/incident investigations; and may complete daily reports and cash-out procedures. Sets a leadership example for the rest of the Seyon Lodge staff. Must work as a team player with all staff members while accomplishing all assigned duties. May assist with staff evaluations. Completion of other tasks and duties as assigned.

Knowledge, Skills, and Abilities Required:

- Ability to set a leadership example for other lodge staff.
- Ability and willingness to work with other people as part of a team.
- Ability to understand and carry out complex oral and written instructions and communicate those to other team members.
- Ability to keep up in a fast-paced work environment.
- Ability to work long hours while standing under conditions of high heat and humidity.
- Ability to learn use and care of tools and equipment commonly used in buildings and grounds maintenance, including vacuum cleaners, lawn tractors, string trimmers and other power equipment.
- Ability to understand and carry out oral and written instructions and communicate those to other team members.
- Excellent customer service skills.
- Basic knowledge of cooking and equipment, and of food service and handling regulations and health standards.
- Basic knowledge of housekeeping techniques and equipment.
- Knowledge of appropriate money-handling procedures.
- Knowledge of basic building and grounds maintenance.
- Knowledge of routine equipment maintenance.
- Knowledge of Vermont State Parks policies and procedures as relative to the Seyon Lodge.

Environmental Conditions:

Work is performed inside the lodge and outdoors in all weather and temperature extremes during an assigned shift. Lodge work includes commercial kitchen with work conditions that may include high heat and humidity. Regular use of cutters and knives, and commercial dishwasher. Must be able to lift heavy weights up to 60 lbs. Regular use of hand and power tools and equipment such as vacuum cleaners, hammers, hand saws, string trimmers and lawn mowers. Duties require considerable interaction with the public, occasionally under stressful conditions. Position may require weekend and evening work

Minimum Eligibility Requirements:

Education: High School Diploma or equivalent.

Experience: Previous work experience.

State Park Assistant Manager Series A, B

PG 16 to PG 18 - \$18.01/hour - \$21.10/hour, \$824-1,012/week

Want a big outdoor office? Then these jobs are for you! These mostly residential positions where park housing is provided without charge, serve as summer park managers or assistant park managers responsible for customer experience, cash handling and management, and supervision of staff and park operations at specific parks. Manager pay grades depend on the overall complexity, visitation level and size of the park to which a position is assigned. Previous experience in park operations and maintenance, or college education in park management is preferred, but technical maintenance skills are not required as training will be provided. Basic First Aid & CPR certification are required. Working in excess of 48 hours per week is required at times. Weekend and evening work also are required. In-park residency is usually required, for which housing is provided.

State Park Assistant Manager A

Definition:

This is a professional park managerial position that is responsible for assisting in supervising and managing the daily operation and maintenance of small to medium state parks that are non-complex in nature. Park operations may include concessionaire, swimming, snack-bar, boat rentals, nature center, interpretive programs, hiking trails and/or other activities. Duties include assisting with or performing the following activities: opening and closing the park for the park season; training, supervising and evaluating seasonal employees, volunteers and volunteer groups; managing the park office; managing campground reservations; responding to emergencies; maintaining accurate computerized records, and promoting Vermont State Parks and its programs with significant public contact while providing excellent customer service. This position reports to a State Park Manager for supervision and performance evaluation.

** - Complexity for a park is determined by evaluating specific park attributes including (but not limited to) its size, the intensity of visitation, staffing levels, and types of concessions present.*

Examples of Work Performed:

Assists with or in the absence of the park's lead manager, performs the following activities: manages park operations and maintenance, including personal participation in all the duties supervised. Trains and manages seasonal staff in all required duties. Develops staff schedule and authorizes time reports. Evaluates staff members and facilitates conflict resolution as needed. Actively facilitates relationships within the community, including the recruitment, training and supervision of local volunteers and volunteer groups. Receives and processes camping registrations. Promotes park programs. Manages park amenities as appropriate for the park such as shelter reservations, boat rentals and concession sales. Collects fees and practices excellent cash handling procedures while maintaining accurate computerized attendance and accounting records. Reconciles bank deposits to those records. Maintains all park facilities and grounds in a neat, clean and safe condition. Answers questions and is knowledgeable about the history, amenities and natural resources of the park and surrounding area. Collaborates with regional maintenance staff to perform and accomplish general building and facility repairs. Maintains park signage. Manages inventory and orders supplies. Maintains a strong park presence to ensure safety and enjoyment of the resource for all. Administers the park rules and regulations. Responds to emergencies, provide emergency first aid and assist other emergency response organizations. Performs related duties as required.

Knowledge, Skills, and Abilities Required:

- Knowledge of the operation, rules, safety and maintenance of a state park.
- Demonstrated level of computer proficiency including email, internet, and file storage.
- Ability to learn new software systems and maintain computerized payroll, attendance and fee collection records.
- Strong leadership, organization and decision making skills.
- Strong managerial skills that include the ability to plan, organize, schedule and supervise the work of others.
- Excellent customer service skills at all times and under pressure.
- Ability to facilitate, establish and maintain effective and positive working relationships with park personnel at all levels, community partners (that may include governmental, educational and non-profit organizations) and the general public.
- Excellent verbal and written communication skills.
- Ability to tactfully enforce park rules and regulations.

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 requires weekend work, evening work, overtime hours, on-call status, and seasonal residency in the park area.

Minimum Eligibility Requirements:

Education: High school graduation or equivalent and two years of experience in any combination in the following areas: park operations, buildings or ground maintenance, recreation, tourism, hospitality, customer service, conservation or related field.

OR

High school graduation or equivalent and two years of college in one of the above fields.

Required Current Certifications:

- Basic First Aid Certification
- CPR Certification
- Valid Driver's License

State Park Assistant Manager B**Definition:**

This is a professional park managerial position that is responsible for assisting in supervising and managing the daily operation and maintenance of a small to medium moderately complex* multi-use state park. Park operations may include concessionaire, swimming, snack-bar, boat rentals, nature center, interpretive programs, hiking trails and/or other activities. Duties include assisting with or performing the following activities: opening and closing the park for the park season; training, supervising and evaluating seasonal employees, volunteers and volunteer groups; managing the park office; managing campground reservations; responding to emergencies; maintaining accurate computerized records, and promoting Vermont State Parks and its programs with significant public contact while providing excellent customer service. This position reports to a State Park Manager I, and/or regional ranger supervisor for supervision and performance evaluation.

** - Complexity for a park is determined by evaluating specific park attributes including (but not limited to) its size, the intensity of visitation, staffing levels, and types of concessions present.*

Examples of Work Performed:

Assists with, or in the absence of the park's lead manager, performs the following activities: manages park operations and oversees maintenance, including personal participation in all the duties supervised. Trains and manages seasonal staff in all required duties. Develops staff schedule and authorizes time reports. Evaluates staff members and facilitates conflict resolution as needed. Actively facilitates relationships within the community, including the recruitment, training and supervision of local volunteers and volunteer groups. Receives and processes camping registrations. Promotes park programs. Manages park amenities as appropriate for the park such as shelter reservations, boat rentals and concession sales. Collects fees and practices excellent cash handling procedures while maintaining accurate computerized attendance and accounting records. Reconciles bank deposits to those records. Maintains all park facilities and grounds in a neat, clean and safe condition. Answers questions and is knowledgeable about the history, amenities and natural resources of the park and surrounding area. Collaborates with regional maintenance staff to perform and accomplish general building and facility repairs. Maintains park signage. Manages inventory and orders supplies. Maintains a strong park presence to ensure safety and enjoyment of the resource for all. Administers the park rules and regulations. Responds to emergencies, provide emergency first aid and assist other emergency response organizations. Performs related duties as required.

Knowledge, Skills, and Abilities Required:

- Knowledge of the operation, rules, safety and maintenance of a state park.
- Demonstrated level of computer proficiency including email, internet, and file storage.
- Ability to learn new software systems and maintain computerized payroll, attendance and fee collection records.
- Strong leadership, organization and decision-making skills.
- Strong managerial skills that include the ability to plan, organize, schedule and supervise the work of others.
- Excellent customer service skills at all times and under pressure.
- Ability to facilitate, establish and maintain effective and positive working relationships with park personnel at all levels, community partners (that may include governmental, educational and non-profit organizations) and the general public.
- Excellent verbal and written communication skills.

- Ability to tactfully enforce park rules and regulations.

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 requires weekend work, evening work, overtime hours, on-call status, and seasonal residency in the park area.

Minimum Eligibility Requirements

Education: High school graduation or equivalent and two years of experience in any combination in the following areas: park operations, buildings or ground maintenance, recreation, tourism, hospitality, customer service, conservation or related field.

OR

High school graduation or equivalent and two years of college in one of the above fields.

Required Current Certifications:

- Basic First Aid Certification
- CPR Certification
- Valid Driver's License

State Park Manager Series I, II, III, IV

PG 17 to PG 20

These positions serve as summer park managers responsible for customer experience, supervision of staff and park operations at specific parks. Manager pay grades depend on the overall complexity, visitation level and size of the park to which a position is assigned. Previous experience in park operations and maintenance, or college education in park management is preferred, but technical maintenance skills are not required. Basic First Aid & CPR certification are required. Working in excess of 48 hours per week is required at times. Weekend and evening work also are required. In-park residency is usually required, for which housing is provided.

State Park Manager I

Definition:

This is a professional park managerial position that is responsible for supervising and managing the daily operation and maintenance of a small, non-complex* multi-use state park. Operations may include camping facilities, concessionaire, swimming, snack-bar, boat rentals, nature center, interpretive programs, hiking trails and/or other activities. Duties include opening and closing the park for the park season; training, supervising, and evaluating seasonal employees, volunteers, and volunteer groups; managing the park office; managing campground reservations; responding to emergencies; maintaining accurate computerized records, coordinating facility maintenance needs, and promoting Vermont State Parks and its programs with significant public contact while providing excellent customer service. This position reports to a parks regional manager and/or regional ranger supervisor for supervision and performance evaluation. In carrying out the duties of this position, the incumbent is expected at all times to be aware of and abide by all Vermont State Parks' policies and procedures, including professional standards of conduct.

** - Complexity for a park is determined by evaluating specific park attributes including (but not limited to) its size, the intensity of visitation, staffing levels, and types of concessions present.*

Examples of Work Performed:

Manages park operations and oversees maintenance, including personal participation in all the duties supervised. Trains and manages seasonal staff in all required duties. Develops staff schedule and authorizes time reports. Evaluates staff members and facilitates conflict resolution as needed. Actively facilitates relationships within the community, including the recruitment, training and supervision of local volunteers and volunteer groups. Receives and processes camping registrations. Promotes park programs. Manages park amenities as appropriate for the park such as shelter reservations, boat rentals and concession sales. Collects fees and practices excellent cash handling procedures while maintaining accurate computerized attendance and accounting records. Reconciles bank deposits to those records. Maintains all park facilities and grounds in a neat, clean, and safe condition. Answers questions and is knowledgeable about the history, amenities and natural resources of the park and surrounding area. Collaborates with regional maintenance staff to perform and accomplish general building and facility repairs. Maintains park signage. Manages inventory and orders supplies. Maintains a strong park presence to ensure safety and enjoyment of the resource for all. Administers the park rules and regulations. Responds to emergencies, provide emergency first aid, and assist other emergency response organizations. Performs related duties as required.

Knowledge, Skills, and Abilities Required:

- Knowledge of the operation, rules, safety, and maintenance of a state park.
- Demonstrated level of computer proficiency including email, internet, and file storage.
- Ability to learn new software systems and maintain computerized payroll, attendance, and fee collection records.
- Strong leadership, organization and decision-making skills.
- Strong managerial skills that include the ability to plan, organize, schedule, and supervise the work of others.
- Excellent customer service skills at all times and under pressure.
- Ability to facilitate, establish and maintain effective and positive working relationships with park personnel at all levels, community partners (that may include governmental, educational, and non-profit organizations) and the general public.
- Excellent verbal and written communication skills.
- Ability to tactfully enforce park rules and regulations.

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 requires weekend work, evening work, overtime hours, on-call status, and seasonal residency in the park area.

Minimum Eligibility Requirements

Education: High school graduation or equivalent and two years of experience in any combination in the following areas: park operations, buildings or ground maintenance, recreation, tourism, hospitality, customer service, conservation, or related field.

OR

High school graduation or equivalent and two years of college in one of the above fields.

Required Current Certifications:

- Basic First Aid Certification
- CPR Certification
- Valid Driver's License

State Park Manager II

Definition:

This is a professional park managerial position that is responsible for supervising and managing the daily operation and maintenance of a small to medium, moderately complex* multi-use state park. Operations may include camping facilities, concessionaire, swimming, snack-bar, boat rentals, nature center, interpretive programs, hiking trails and/or other activities. Duties include opening and closing the park for the park season; training, supervising, and evaluating seasonal employees, volunteers, and volunteer groups; managing the park office; managing campground reservations; responding to emergencies; maintaining accurate computerized records, coordinating facility maintenance needs, and promoting Vermont State Parks and its programs with significant public contact while providing excellent customer service. This position reports to a parks regional manager and/or regional ranger supervisor for supervision and performance evaluation. In carrying out the duties of this position, the incumbent is expected at all times to be aware of and abide by all Vermont State Parks' policies and procedures, including professional standards of conduct.

** - Complexity for a park is determined by evaluating specific park attributes including (but not limited to) its size, the intensity of visitation, staffing levels, and types of concessions present.*

Examples of Work Performed:

Manages park operations and oversees maintenance, including personal participation in all the duties supervised. Trains and manages seasonal staff in all required duties. Develops staff schedule and authorizes time reports. Evaluates staff members and facilitates conflict resolution as needed. Actively facilitates relationships within the community, including the recruitment, training and supervision of local volunteers and volunteer groups. Receives and processes camping registrations. Promotes park programs. Manages park amenities as appropriate for the park such as shelter reservations, boat rentals and concession sales. Collects fees and practices excellent cash handling procedures while maintaining accurate computerized attendance and accounting records. Reconciles bank deposits to those records. Maintains all park facilities and grounds in a neat, clean, and safe condition. Answers questions and is knowledgeable about the history, amenities and natural resources of the park and surrounding area. Collaborates with regional maintenance staff to perform and accomplish general building and facility repairs. Maintains park signage. Manages inventory and orders supplies. Maintains a strong park presence to ensure safety and enjoyment of the resource for all. Administers the park rules and regulations. Responds to emergencies, provide emergency first aid, and assist other emergency response organizations. Performs related duties as required.

Knowledge, Skills, and Abilities Required:

- Knowledge of the operation, rules, safety, and maintenance of a state park.
- Demonstrated level of computer proficiency including email, internet, and file storage.
- Ability to learn new software systems and maintain computerized payroll, attendance, and fee collection records.
- Strong leadership, organization, and decision-making skills.
- Ability to facilitate, establish and maintain effective and positive working relationships with park personnel at all levels, community partners (that may include governmental, educational, and non-profit organizations) and the general public.
- Excellent verbal and written communication skills.
- Ability to tactfully enforce park rules and regulations.

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 requires weekend work, evening work, overtime hours, on-call status, and seasonal residency in the park area.

Minimum Eligibility Requirements:

Education: High school graduation or equivalent and two years of experience in any combination in the following areas: park operations, buildings or ground maintenance, recreation, tourism, hospitality, customer service, conservation, or related field.

OR

High school graduation or equivalent and two years of college in one of the above fields.

Required Current Certifications:

- Basic First Aid Certification
- CPR Certification
- Valid Driver's License

State Park Manager III**Definition:**

This is a professional park managerial position that is responsible for supervising and managing the daily operation and maintenance of a large, complex* multi-use state park. Operations may include camping facilities, concessionaire, swimming, snack-bar, boat rentals, nature center, interpretive programs, hiking trails and/or other activities. Duties include opening and closing the park for the park season; training, supervising, and evaluating seasonal employees, volunteers, and volunteer groups; managing the park office; managing campground reservations; responding to emergencies; maintaining accurate computerized records, coordinating facility maintenance needs, and promoting Vermont State Parks and its programs with significant public contact while providing excellent customer service. This position reports to a parks regional manager and/or regional ranger supervisor for supervision and performance evaluation. In carrying out the duties of this position, the incumbent is expected at all times to be aware of and abide by all Vermont State Parks' policies and procedures, including professional standards of conduct.

** - Complexity for a park is determined by evaluating specific park attributes including (but not limited to) its size, the intensity of visitation, staffing levels, and types of concessions present.*

Examples of Work Performed:

Manages park operations and oversees maintenance including personal participation in all the duties supervised. Trains and manages seasonal staff in all required duties. Develops staff schedule and authorizes time reports. Evaluates staff members and facilitates conflict resolution as needed. Actively facilitates relationships within the community, including the recruitment, training and supervision of local volunteers and volunteer groups. Receives and processes camping registrations. Promotes park programs. Manages park amenities as appropriate for the park such as shelter reservations, boat rentals and concession sales. Collects fees and practices excellent cash handling procedures while maintaining accurate computerized attendance and accounting records. Reconciles bank deposits to those records. Maintains all park facilities and grounds in a neat, clean, and safe condition. Answers questions and is knowledgeable about the history, amenities and natural resources of the park and surrounding area. Collaborates with regional maintenance staff to perform and accomplish general building and facility repairs. Maintains park signage. Manages inventory and orders supplies. Maintains a strong park presence to ensure safety and enjoyment of the resource for all. Administers the park rules and regulations. Responds to emergencies, provide emergency first aid, and assist other emergency response organizations. Performs related duties as required.

Knowledge, Skills, and Abilities Required:

- Knowledge of the operation, rules, safety, and maintenance of a state park.
- Demonstrated level of computer proficiency including email, internet, and file storage.

- Ability to learn new software systems and maintain computerized payroll, attendance, and fee collection records.
- Strong leadership, organization, and decision-making skills.
- Ability to facilitate, establish and maintain effective and positive working relationships with park personnel at all levels, community partners (that may include governmental, educational, and non-profit organizations) and the general public.
- Excellent verbal and written communication skills.
- Ability to tactfully enforce park rules and regulations.

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 requires weekend work, evening work, overtime hours, on-call status, and seasonal residency in the park area.

Minimum Eligibility Requirements:

Education: High school graduation or equivalent and two years of experience in any combination in the following areas: park operations, buildings or ground maintenance, recreation, tourism, hospitality, customer service, conservation, or related field.

OR

High school graduation or equivalent and two years of college in one of the above fields.

Required Current Certifications:

- Basic First Aid Certification
- CPR Certification
- Valid Driver's License

State Park Manager IV

Definition:

This is a professional park managerial position that is responsible for supervising and managing the daily operation and maintenance of a large, highly complex* multi-use state park. Operations may include camping facilities, concessionaire, swimming, snack-bar, boat rentals, nature center, interpretive programs, hiking trails and/or other activities. Duties include opening and closing the park for the park season; training, supervising, and evaluating seasonal employees, volunteers, and volunteer groups; managing the park office; managing campground reservations; responding to emergencies; maintaining accurate computerized records, coordinating facility maintenance needs, and promoting Vermont State Parks and its programs with significant public contact while providing excellent customer service. This position reports to a parks regional manager and/or regional ranger supervisor for supervision and performance evaluation. In carrying out the duties of this position, the incumbent is expected at all times to be aware of and abide by all Vermont State Parks' policies and procedures, including professional standards of conduct.

** - Complexity for a park is determined by evaluating specific park attributes including (but not limited to) its size, the intensity of visitation, staffing levels, and types of concessions present.*

Examples of Work Performed:

Manages park operations and oversees maintenance of a camping park, including personal participation in all the duties supervised. Trains and manages seasonal staff in all required duties. Develops staff schedule and authorizes time reports. Evaluates staff members and facilitates conflict resolution as needed. Actively facilitates relationships within the community, including the recruitment, training and supervision of local volunteers and volunteer groups. Receives and processes camping registrations. Promotes park programs. Manages park amenities as appropriate for the park such as shelter reservations, boat rentals and concession sales. Collects fees and practices excellent cash handling procedures while maintaining accurate computerized attendance and accounting records. Reconciles bank deposits to those records. Maintains all park facilities and grounds in a neat, clean, and safe condition. Answers questions and is knowledgeable about the history, amenities and natural resources of the park and surrounding area. Collaborates with regional maintenance staff to perform and accomplish general building and facility repairs. Maintains park signage. Manages inventory and orders supplies. Maintains a strong park presence to ensure safety and enjoyment of the resource for all.

Administers the park rules and regulations. Responds to emergencies, provide emergency first aid, and assist other emergency response organizations. Performs related duties as required.

Knowledge, Skills, and Abilities Required:

- Knowledge of the operation, rules, safety, and maintenance of a state park.
- Demonstrated level of computer proficiency including email, internet, and file storage.
- Ability to learn new software systems and maintain computerized payroll, attendance, and fee collection records.
- Strong leadership, organization and decision-making skills.
- Ability to facilitate, establish and maintain effective and positive working relationships with park personnel at all levels, community partners (that may include governmental, educational, and non-profit organizations) and the general public.
- Excellent verbal and written communication skills.
- Ability to tactfully enforce park rules and regulations.

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 requires weekend work, evening work, overtime hours, on-call status, and seasonal residency in the park area.

Minimum Eligibility Requirements:

Education: High school graduation or equivalent and two years of experience in any combination in the following areas: park operations, buildings or ground maintenance, recreation, tourism, hospitality, customer service, conservation, or related field.

OR

High school graduation or equivalent and two years of college in one of the above fields.

Required Current Certifications:

- Basic First Aid Certification
- CPR Certification
- Valid Driver's License

State Trail Crew Member I

Pay Grade: 15 (\$16.32 per hour)

Season: 13 weeks (May 22 – August 21)

State Lands: Statewide

Definition:

Crew Members perform trail work in both backcountry and front country settings in a close-knit team of two to five Trail Crew Members. Work will be performed at Vermont State Parks and State Forests throughout Vermont. Duties and work projects are performed under the direction of the Trail Crew Leader with oversight by the District Trails Coordinator and/or District Recreation Representative, with the need for significant independence interacting with the public while in the field. Position will run from the beginning of June to the end of August.

Examples of Work Performed:

Complete routine trail maintenance and construction on an assortment of trail types (ranging from hiking to multi-use) including, but not limited to, the following:

- Cleaning, constructing and restoring water bars.
- Clearing and maintaining trail corridors to meet specifications.
- Marking trails with paint blazes and installing signage.
- Documenting and reporting trail safety concerns and areas that need to be addressed through future maintenance.

Technical trail work will be performed under the direction and guidance of Crew Member II, Crew Leader, or Trail Coordinator. Technical trail work duties, including but are not limited to, the following:

- The installation of erosion control devices such as waterbars, drains, check dams, and ditches.
- Construct wooden bridges, puncheon, and boardwalks.
- Install stone staircases, step stones, and retainer walls.
- Utilize drills and other power tools for rock work, timber construction, and light carpentry projects.
- Utilize a variety of rigging, typically utilizing a griphoist and/or a rope winch to move rocks, logs, soil, and other heavy materials on project sites.
- Adhere to all applicable OSHA, VOSHA, and FPR safety guidelines at work.

Knowledge, Skills, and Abilities

The ideal candidate will have the following skill sets (some advanced and technical skill training will be provided by FPR):

- Respectfully represent VT FPR at all times.
- Ability and willingness to work with other people.
- General understanding of various trail maintenance and construction standards.
- Ability and willingness to care for, maintain and safely utilize hand tools and power tools
- Basic trail maintenance and construction skills, or similar experience in property maintenance, forestry, construction or landscaping.
- Knowledge and experience with basic carpentry skills
- Knowledge of rockwork, including proper contact, understanding methods of drystacking rocks, along with quarrying and moving rocks.
- Understanding of the forces which affect trail surfaces such as surface water movement associated with varying topographies.
- Standard First Aid and CPR Certification; Wilderness First Aid is preferred.
- Ability to camp on project for up to three nights per week in either front country campsites or back country spike camps.

Environmental Factors:

Duties are performed outdoors in all types of weather. Members must demonstrate the following:

- Lift heavy items, at times up to 50 lbs.
- Carry heavy loads over difficult terrain in a variety of weather conditions.
- Manual dexterity is needed to operate equipment and use tools.
- Camp in both front country and back country settings. (The crew will travel from various work areas and may have access to campsites, lean-tos, or cabins, if available. Where developed campsite facilities are not available, the crew will establish and camp at a spike camp location close to the worksite location.)

Minimum Qualifications for Application:

Education: High School Diploma

Experience: At least one year of trail work or equivalent experience (landscaping, construction, gardening, outdoor experiential skills etc.). Valid Driver's License,

Preferred experience (not requirements): Wilderness First Aid or Wilderness First Responder Certification. Training in any methods of rock work or carpentry skills.

Additional Compensation: Mileage reimbursement if vehicle is used for work, access to State Park campsites based on availability, VT State fishing license.

Provided by FPR: Safety equipment and a campsite for days off.

State Trail Crew Member II

Pay: 16 (\$17.12 per hour)

Season: 23 weeks (May 22 – October 29)

State Lands: Statewide

Definition:

Crew Members perform trail work in both backcountry and front country settings in a closeknit team of two to five Trail Crew Members. Work will be performed at Vermont State Parks and State Forests throughout Vermont. Duties and work projects are performed under the direction of the Trail Crew Leader with oversight by the District Trails Coordinator and/or District Recreation

Representative, with the need for significant independence interacting with the public while in the field. Position will run from the beginning of May to early November.

Examples of Work Performed:

Complete routine trail maintenance and construction on an assortment of trail types (ranging from hiking to multi-use) including, but not limited to, the following:

- Cleaning, constructing and restoring water bars.
- Clearing and maintaining trail corridors to meet specifications.
- Marking trails with paint blazes and installing signage.
- Support the oversight and on-project training of Crew Member I and any volunteers working on project under the direction of the Trail Crew Leader and/or Trail Coordinator.
- Documenting and reporting trail Safety concerns and areas that need to be addressed through future maintenance.

Complete technical trail work duties, including but not limited to, the following:

- The installation of erosion control devices such as waterbars, drains, check dams, and ditches.
- Construct wooden bridges, puncheon, and boardwalks.
- Install stone staircases, step stones, and retainer walls.
- Utilize power tools such as Chainsaws and brush saws to clear trees, saplings and blowdowns from trails. (Chainsaw training and certification is provided by VT FPR).
- Milling lumber and/or logs with a chainsaw.
- Utilize drills and other power tools for rock work, timber construction, and light carpentry projects.
- Utilize a variety of rigging, typically utilizing a griphoist and/or a rope winch to move rocks, logs, soil, and other heavy materials on project sites.
- Operate small equipment such as power wheelbarrows as needed under the guidance and direction of the Trail Crew Leader and/or Trail Coordinator.
- Adhere to all applicable OSHA, VOSHA, and FPR safety guidelines at work.

Knowledge, Skills, and Abilities

The ideal candidate will have the following skill sets (some advanced and technical skill training will be provided by FPR):

- Respectfully represent VT FPR at all times.
- Ability and willingness to work with other people.
- Knowledge of various trail maintenance and construction standards.
- Ability and willingness to care for, maintain and safely utilize chainsaws, hand tools and power tools. Basic trail maintenance and construction skills, or similar experience in property maintenance, forestry, construction, or landscaping.
- Knowledge and experience with basic carpentry skills (training will be provided on technical skills such as milling lumber with chainsaws, etc.).
- Knowledge of rockwork, including proper contact, understanding methods of dry-stacking rocks, along with quarrying and moving rocks.
- Understanding of the forces which affect trail surfaces such as surface water movement associated with varying topographies.
- Standard First Aid and CPR Certification; Wilderness First Aid is preferred.
- Ability to camp on project for up to three nights per week in either front country campsites or back country spike camps.

Environmental Factors:

Duties are performed outdoors in all types of weather. Members must demonstrate the following:

- Lift heavy items, at times up to 50 lbs.
- Carry heavy loads over difficult terrain in a variety of weather conditions.
- Manual dexterity is needed to operate equipment and use tools.
- Camp in both front country and back country settings. (The crew will travel from various work areas and may have access to campsites, lean-tos, or cabins, if available. Where developed campsite facilities are not available, the crew will establish and camp at a spike camp location close to the worksite location.)

Minimum Qualifications for Application:

Education: High School Diploma

Experience: At least one year of trail work or equivalent experience (landscaping, construction, gardening, outdoor experiential skills etc.). Valid Driver's License,

Preferred experience (not requirements): Wilderness First Aid or Wilderness First Responder Certification. Training in any methods of rock work or carpentry skills. Chainsaw certifications.

Additional Compensation: Mileage reimbursement if vehicle is used for work, access to State Park campsites based on availability, Wilderness First Aid and Game of Logging (as needed) and trail construction/maintenance skill training, stipend toward the purchase of chainsaw boots, VT State fishing license.

Provided by FPR: Safety equipment and a canvas tent/campsite for days off.

Workcamper

\$16.32/hour

Workcamping opportunities in Vermont State Parks are paid attendant positions with housing provided as a campsite. Duties are that of Park Attendants - customer service, working with a team or independently on general janitorial/maintenance and grounds keeping and/or park office duties such as day use fee collection and campground reservations; additionally Workcampers may provide some after-hours emergency contact for campers. Campsite amenities vary depending on location but most sites have full RV hookups. Employee must furnish their own fully enclosed camping unit (tents not acceptable). Weekend work most likely required. Perks include free camping in Vermont state park campgrounds, fishing licenses and free admission to many Vermont attractions. Select "Workcamper" as position type. Opportunities available state-wide at select parks.