

# Park Ranger I (Park Interpreter/Volunteer Coordinator - Brazos Bend SP)

<b>Salary</b>	\$3,075.00 Monthly	<b>Location</b>	Needville, TX
<b>Job Type</b>	Regular Full Time	<b>Division</b>	State Parks
<b>TPWD Job Number</b>	17-00607	<b>Branch</b>	BRAZOS BEND SP
<b>Closing</b>	8/28/2017 11:59 PM Central		

**Work Address:** Brazos Bend State Park, 21901 FM 762, Needville, TX 77461

**Hiring Contact:** Christopher Bishop, (979) 553-5101

## General Description

Under the supervision of the Brazos Bend State Park Assistant Superintendent, the Park Interpreter / Volunteer Coordinator will be responsible for interpretation and educational programming and act as the team leader for organizing, planning and directing volunteer activities and special programs/events at Brazos Bend State Parks. Researches, develops, and provides interpretive programs, exhibits, outreach programs and tours based on the Interpretive Master Plan of the complex and its mission. Recruits, trains, and has daily oversight of volunteers. Serves as the park liaison for the "Brazos Bend State Park Volunteer Organization" 501(c) 3 non-profit partner. Serves as social media manager. Provides administrative support duties including promotion, marketing and purchasing. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Performs additional duties as assigned. Complies with all Agency, Division and Branch rules, regulations and procedures.

## MINIMUM QUALIFICATIONS:

### Education:

Graduation from an accredited college or university with a Bachelor's degree.

### Experience:

No experience required.

### Licensure:

If driving is required, applicant must possess a valid State driver's license;  
Must possess or be able to obtain, within one year of employment, the National Association of Interpretation (NAI) CIG Certification.

NOTE: Retention of position contingent upon obtaining and maintaining required license and certification.

## ACCEPTABLE SUBSTITUTIONS:

### Education:

One year of experience in interpretation or conducting educational programs may substitute for 30 hours of the required education, with a maximum substitution of 120 semester hours.

## PREFERRED QUALIFICATIONS:

### Education:

Graduation from an accredited college or university with a Bachelor's degree in one of the following areas: Park Administration, Recreation & Parks, Wildlife/Fisheries Science, Natural and/or Cultural Resource Conservation, Range Management, Forestry, Biology, Anthropology/Archeology, History, or closely related field.

### Experience:

Experience in customer service;  
Experience in park operations;  
Experience in interpretation or conducting educational programs.

**Licensure:**

- Current Interpretive Guide Certification issued by the National Association of Interpretation (NAI).

**Additional Requirements:**

- Bilingual in English and one or more critical languages, including Spanish, Arabic, Persian Farsi, Hindi, Urdu, Vietnamese and Mandarin.

**KNOWLEDGE, SKILLS and ABILITIES:**

- Knowledge of park administration and operations;
- Knowledge of natural and cultural resource management;
- Knowledge of interpretation/education programs;
- Skill in using MS Word, Excel, and Outlook;
- Skill in effective written and verbal communication;
- Skill in providing quality customer service in a courteous and professional manner;
- Skill in managing several projects simultaneously;
- Skill in preparing and delivering accurate, creative interpretive programs for both adults and children;
- Skill in training others;
- Skill in supervising and evaluating the performance of volunteers and organizing their work schedule;
- Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
- Ability to complete documents to include correspondence, reports, presentations and special assignments;
- Ability to work with diverse constituencies and populations;
- Ability to exercise sound judgment when making critical decisions;
- Ability to develop and maintain beneficial relationships with civic groups, volunteers, community members and staff;
- Ability to develop, market, promote, and carry out activities, customer programs, public outreach, and special events;
- Ability to develop partnerships to accomplish goals;
- Ability to work independently with little or no supervision;
- Ability to work as a member of a team;
- Ability to perform manual labor including, lifting supplies and materials up to 50 lbs.;
- Ability to conduct work activities in accordance with TPWD safety program.

**WORKING CONDITIONS:**

Required to work in a public park with overnight camping;

Required to work 40 hours per week, includes various schedules with hours other than 8:00 a.m. to 5:00 p.m. and days off other than Saturdays, Sundays and holidays;

Required to perform manual labor including, lifting supplies and materials up to 50 lbs.;

Required to perform work outdoors, occasionally in adverse weather conditions;

Required to perform physical abilities such as manually clearing burn lanes, extinguishing fires and cutting brush and timber;

Must conform to TPWD dress and grooming standards, work rules and safety standards;

May be required to operate a State vehicle;

Required to travel 5% with possible overnight stays;

Non-smoking work environment in State buildings and vehicles.

**ADDITIONAL REQUIREMENTS:****In order to be considered for this position, the following information is required:**

Submission of a completed online application;

Work history experience MUST be completed in the online application;

A scanned copy of official college transcript(s) issued from the registrar must be attached to the online application (if applicable);

Applicants must attach a DD214 or other supporting documentation to the online application to claim Veterans Preference.

NOTE: Resume and professional references may be attached to the online application, but not in place of the completed application. A skills test may be conducted at time of interview.

**Army 11**

**Navy MA, SH, SN, YN**

**Coast Guard MST, 790**

**Marine Corps 03, 58**

**Air Force 3P, 31**

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