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Natural Resources

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## STATE OF NEVADA



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<http://parks.nv.gov>

### DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES DIVISION OF STATE PARKS

#### SEASONAL PARK AIDE I (01.920)

##### **Description:**

Under direct supervision, seasonal Park Aide I positions perform routine custodial and general facility and grounds maintenance, assist visitors and furnish them with information concerning park facilities, policies, rules and fees, and assist with educational programs and displays. Collect park user fees and make change as necessary; issue entrance permits; prepare routine reports and maintain records as assigned. Organize cleaning supplies; prepare and monitor inventory lists; record supplies used and report shortages to supervisor to ensure adequate inventory. Perform routine preventive maintenance on park vehicles and equipment; check fluid levels; clean and wax vehicles as needed; and report malfunctions and problems.

Some incumbents may primarily work in the gift shop, fee booth, aquatic invasive species or weed abatement program.

##### **Position Locations:**

26 staffed State parks are located within four regions statewide.

##### **Lake Tahoe Region:**

Lake Tahoe NV State Park, P.O. Box 6116, Incline Village, NV 89452.

Phone: 775-831-0494 E-mail: [ltensp@parks.nv.gov](mailto:ltensp@parks.nv.gov)

##### **Parks:**

Sand Harbor – Incline Village  
Spooner Lake – Incline Village  
Cave Rock – Zephyr Cove  
Van Sickle Bi-State Park – South Lake Tahoe

##### **Western Region:**

Western Region Headquarters, 16799 Lahontan Dam, Fallon, NV 89406.

Phone: 775-867-3001 E-mail: [mcalmese@parks.nv.gov](mailto:mcalmese@parks.nv.gov)

##### **Parks:**

Berlin-Ichthyosaur State Park – Austin  
Washoe Lake State Park – Carson City  
Mormon Station State Historic Park – Genoa  
Dayton State Park – Dayton  
Fort Churchill State Historic Park – Silver Springs  
Lahontan State Recreation Area – Silver Springs/Fallon  
Rye Patch State Recreation Area – Lovelock/Imlay  
Walker River State Recreation Area – Yerington

##### **Southern Region:**

Southern Region Headquarters, 4747 Vegas Dr., Las Vegas, NV 89108.

Phone: 702-486-5126 E-mail: [LVRegionHQ@parks.nv.gov](mailto:LVRegionHQ@parks.nv.gov)

**Parks:**

Spring Mountain Ranch State Park – Blue Diamond/Las Vegas  
The Old Las Vegas Mormon Fort State Historic Park – Las Vegas  
Ice Age Fossils – Las Vegas  
Valley of Fire State Park – Overton  
Big Bend of the Colorado State Recreation Area – Laughlin

**Eastern Region:**

Eastern Region Headquarters, P.O. Box 176, Panaca, NV 89042.  
Phone: 775-728-4467 E-mail: [canderson@parks.nv.gov](mailto:canderson@parks.nv.gov)

**Parks:**

Beaver Dam State Park – Caliente  
Kershaw Ryan State Park – Caliente  
Cathedral Gorge State Park – Panaca  
Echo Canyon State Park – Pioche  
Spring Valley State Park – Pioche  
South Fork State Recreation Area – Elko  
Wild Horse State Recreation Area – Elko  
Cave Lake State Park – Ely  
Ward Charcoal Ovens State Historic Park – Ely

**Education and Experience:**

Courses at the high school level or six months of general work experience,

**Special Requirement:**

A valid driver's license is required at the time of appointment and as a condition of continuing employment.  
Incumbents must possess excellent customer service skills.

**Salary:**

Pay Grade 20 – Approximate Hourly Salary \$13.55  
Positions are seasonal full time and/or part-time. Hours and length of employment will vary by park and position, but will not exceed 9 months.

**To Apply:**

Interested persons may submit their resume directly to the Region or State Park where they are interested in working. Please include if you have a valid driver's license and a high school diploma or equivalent education (GED). Selected applicants will be contacted for interviews as vacancies occur. Please indicate on your resume what Region, State Park(s) and position you are applying for.

A State of Nevada Resume Template is available on the Nevada Human Resource Management website under the Careers tab under Applicant Resources. <https://careers.nv.gov>

This resume template serves only as a recommendation of the information candidates should provide when applying for Nevada State Parks seasonal positions.

Do not apply online for these positions.

**Applications will be retained for six months from date of submittal.**