



**CARVER COUNTY**  
invites applications for the position of:  
**Park Programmer/Intern**

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<b>OPENING DATE:</b>	02/02/12
<b>CLOSING DATE:</b>	02/17/12 04:30 PM
<b>SALARY:</b>	\$10.00 - \$15.00 Hourly
<b>JOB TYPE:</b>	Seasonal
<b>LOCATION:</b>	Cologne
<b>DEPARTMENT/OFFICE:</b>	Public Works Division
<b>FLSA:</b>	Non-Exempt

**JOB SUMMARY:**

The general responsibilities of the programmer/intern would be to assist with the planning, scheduling and oversight of outdoor education programs, special events, day camps and other recreational programs at Baylor, Lake Minnewashta and Lake Waconia Regional Parks along with the Dakota Rail Regional Trail. This position will also instruct/teach outdoor related skills and activities such as cross-country skiing, snow shoeing, canoeing, kayaking, fishing, geocaching, archery and other outdoor related classes. This position will provide a wide range of opportunities to learn about and experience park operations from many aspects including:

- General Park Operations
- Campground Operations
- Special Event Programming
- Park Maintenance

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Assist park staff with scheduled park programs and special events.
- Assist Park Staff to develop a series of additional events or activities such as special events, outdoor education classes, day camps, parent/child activities and other related programs.
- Work with groups like the Boy Scouts, Girls Scouts, school groups and others to facilitate programs in the regional park.
- Develop advertising and registration materials for classes, programs and special events.
- Develop budgets for individual programs, classes and events.
- Assist with training and oversight of seasonal staff.
- Occasionally assist with the maintenance of park facilities and grounds.

**MINIMUM QUALIFICATIONS:**

- At least 18 years of age.
- Available to work weekends and holidays on a regular basis throughout employment.
- A Valid Minnesota Class D Driver's License.
- Enrolled as an undergraduate or have a degree in Outdoor Education, Recreation and Leisure Studies or similar degree.
- Good customer service skills and ability to work with the public and in an office and field setting.
- Experience developing, teaching and carrying out recreational programs, special events and/or outdoor education classes.
- Able to communicate effectively.
- Skilled in the use of Microsoft office software. (Word, Excel, Outlook, PowerPoint)

**SCORED EXAMINATION PROCESS:**

All applications will be screened for minimum qualifications, scored and ranked. The highest

ranked candidates meeting minimum qualifications will be recommended for the scored oral examination (interview). Final selection for the position will include completion of oral interviews and background investigations.

Applications must be received in Employee Relations no later than 4:30 p.m. on the closing date. Resumes may be included, but will not be accepted in lieu of a completed application.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.carver.mn.us>

OUR OFFICE IS LOCATED AT:

600 East 4th Street

Chaska, MN 55318

952-361-1525

Job Line: 952-361-1522

Fax: 952-361-1536

[employeerelations@co.carver.mn.us](mailto:employeerelations@co.carver.mn.us)

An Equal Opportunity Employer

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Job #00166  
PARK PROGRAMMER/INTERN  
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**Park Programmer/Intern Supplemental Questionnaire**

- \* 1. At least 18 years of age
  - Yes
  - No
- \* 2. Do you have a valid drivers license?
  - Yes
  - No
- \* 3. Do you possess or are you pursuing a degree in Outdoor Education, Recreation and Leisure Studies or similar degree?
  - Yes
  - No
- \* 4. List degree name:
  
- \* 5. How much work experience do you have in developing programs/special events?
  - 0 - 6 month
  - 6 - 12 months
  - 1 - 2 years
  - 3 or more years
  - None of the above
- \* 6. Skills/Knowledge in the areas of: (check all that apply)
  - Organizing or working with groups
  - Experience with cash receipts
  - Prepared advertisements, brochures, signage
  - Experience with Microsoft Office software
  - Leading/Teaching classes or programs (archery, canoeing, day camps, etc.)
  - Additional relevant certifications (CPR/AED, lifeguard, NASP Instructor, other)
  - None of the above
- \* 7. Do you have experience in Customer Service?
  - Yes
  - No
- \* 8. Do you have experience scheduling recreation facilities? (shelters/campgrounds)
  - Yes
  - No
- \* 9. Do you have experience working with kids or adults to lead programs?
  - Yes
  - No
- \* 10. Do you have maintenance or grounds keeping experience?
  - Yes
  - No
- \* Required Question