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GOVERNOR

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ACTING COMMISSIONER

STATE OF ALABAMA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
STATE LANDS DIVISION

5 Rivers ~ Alabama's Delta Resource Center

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HANK BURCH, MANAGER
5 RIVERS DELTA RESOURCE CENTER

5 RIVERS EMPLOYMENT OPPORTUNITY

RESORT WORKER / EVENT COORDINATOR

The Alabama Department of Conservation and Natural Resources, State Lands Division, seeks to hire a Resort Worker to serve as an Event Coordinator, planning and scheduling at the 5 Rivers Delta Resource Center in Spanish Fort, Alabama. To learn more about this facility, please visit www.alabama5rivers.com.

CLASSIFICATION INFORMATION

The Resort Worker classification is skilled or semi-skilled work involving the performance of a broad variety of assignments associated with the operation of state park facilities. Employees in this class perform a variety of tasks associated with operation of various facilities, coordinating resort programs, scheduling and monitoring entertainment events, assisting in marketing, sales, reservations, and general promotion of the parks programs. Work involves odd and irregular work schedules frequently including nights, weekends and holidays. Work is assigned by a superior and supervision may be exercised over laborers or parks workers.

SALARY & BENEFITS

Pay Grade: 46 (\$819.80 - \$1158.60, Semi-monthly)

This is a full time, salaried position. This classification *does not* receive Merit System benefits. It does receive thirteen paid holidays each year, accrued annual and sick leave, Health/Dental Insurance benefits, and Retirement Benefits.

SPECIFIC JOB RESPONSIBILITIES/SKILLS

- Coordinates facility rentals, including scheduling and monitoring of business meetings, luncheons, workshops, field trips, special events, and private receptions.
- Assists in marketing, sales, reservations, and promotion programs for the 5 Rivers Delta Resource Center.
- Responsible for preparing and maintaining rental paperwork and collecting and tracking payment information.
- Operates cash register, credit card machines, telephone system, computer equipment and audiovisual equipment.
- Prepares for banquets, arranges for adequate seating, table setup, and visual aids.
- Provides meeting support services, including coffee service.
- Provides cashier and inventory support to 5 Rivers' Cypress Gift Shop as needed.
- Supervises custodial and labor staff before, during and after events, including cleanup of night time functions.
- **MUST** be computer proficient, as 5 Rivers' reservation system is computer dependent.
- Physical labor is involved, including moving of tables, chairs, and general cleaning/custodial work.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

High School Graduation.

HOW TO APPLY

- 1) Complete a State of Alabama Application for Examination Form. A copy of the form can be downloaded from www.personnel.alabama.gov. You may also pick one up at the 5 Rivers Delta Center or any Alabama Career Center Office.
- 2) Fax or mail the completed Application for Examination directly to the 5 Rivers Delta Resource Center, ATTN: Hank Burch, Manager. The completed form may also be emailed to Hank.Burch@DCNR.Alabama.gov. You may also include a current resume.
- 3) Applicants are encouraged to apply by July 28, 2017. Applications received after this date may not be considered.