

Outdoor Recreation Program Assistant

Date Posted: Mar 7, 2025

Requisition ID: 457875

Location:

Indianapolis, IN, US, 46204

Work for Indiana

Begin a fulfilling career with the State of Indiana by joining one of the largest employers in the state, offering a diverse range of opportunities across 60+ agencies. At the state, you'll find competitive compensation, a robust benefits package and a commitment to work-life balance. Most importantly, you'll have the chance to make a real and measurable impact on the lives of Hoosiers across Indiana.

At the State of Indiana, we don't just talk about diversity and inclusion—we make it our goal to create a welcoming, accessible, and equitable workplace with a workforce that is representative of Indiana's population. As a proud equal opportunity employer, reasonable accommodations may be available to enable individuals with disabilities to complete the application and interview process as well as perform the essential functions of a role.

About the Department of Natural Resources (DNR):

The Indiana Department of Natural Resources protects, enhances, preserves, and wisely uses natural, cultural, and recreational resources for the benefit of Indiana's citizens through professional leadership, management, and education.

Role Overview:

The Indiana Division of Fish and Wildlife is seeking a passionate and dedicated Outdoor Recreation Program Assistant. The successful candidate will be responsible for assisting the Division of Fish and Wildlife R3 Team with efforts to recruit, retain, and reactivate hunters, shooters, and anglers across the state.

This position may occur as a full-time or part-time role. Some evenings and weekends will be required to successfully execute the role, especially during, but not limited to, the State Fair.

Salary Statement:

The salary for this position is commensurate with education or work experience.

A Day in the Life:

- Assist Program Coordinators with the preparation, running, and cleanup of the State Fair Fishing Pond, which includes registering volunteers, mailing information to volunteers, cleaning and organizing at the Fairgrounds, supervising volunteers, leading fishing shifts, and cleaning up after the Fair.
- Assist program coordinators by organizing and cataloging hunting and fishing equipment across the state in fish and wildlife areas and partner locations.
- Assist the R3 team in procuring materials needed for programs.
- Assist with implementation of the R3 Strategic Plan, such as, but not limited to:
- Communicate with internal and external stakeholders in implementing the R3 Strategic Plan.
- Assist with the preparation, running, and cleanup of in-person hunting, shooting, and fishing workshops.
- Assist in the management of event surveys.
- Assist with the creation of outreach and marketing campaigns.
- Provide exceptional customer service to hunters, shooters, and anglers by email, phone, and in-person.

What You'll Need for Success:

- High school diploma or GED preferred.
- Experience with hunting, shooting, or fishing preferred.
- Must be proficient in Microsoft Word and Excel.
- Must be comfortable working and communicating with people of all ages and backgrounds.
- Must be comfortable working in all types of weather.
- Someone who demonstrates a passion for hunting and/or fishing or is dedicated to helping others from every background enjoy outdoor recreation.
- Someone who demonstrates a passion for wildlife conservation.
- Candidate must possess a valid driver's license.
- Candidate should have good organizational skills.

Benefits of Employment with the State of Indiana:

This seasonal position does not offer benefits and is limited to 180 working days in an eleven (11) month continuous period

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation, gender identity,

physical or mental disability, or veteran status. We will comply with the spirit as well as the letter of all applicable state and federal laws.

If you are a qualified individual with a disability and require reasonable accommodations to complete this application, you can request assistance by contacting the Indiana State Personnel Department at jobs@spd.IN.gov.

The State of Indiana has established a culture that welcomes equity, inclusion, and opportunity for all employees and applicants. We encourage you to apply if you feel you have the transferrable skills to be successful in this position and we look forward to reviewing your application.