Job Opportunities

Seasonal Program Positions

The Metro Parks Natural Areas Division, based at Jefferson Memorial Forest, is seeking seasonal program staff. Duties include assisting forest staff in a variety of environmental and adventure-based programs for the public and local schools including leading nature hikes, giving presentations using education animals, conducting canoeing programs, teaching climbing skills on our 52-foot Alpine Tower, and assisting with various projects.

IDEAL CANDIDATES will have experience working with youth and enjoy working in the outdoors. Preference will be given to individuals with teaching, program, and/or outdoor recreation experience or certifications.

**Internship credits may be available for students.
**Candidate must have reliable transportation to Jefferson Memorial Forest in Fairdale.

Seasonal applications available at http://louisvilleky.gov/government/parks/work-metro-parks

Please send the completed seasonal application along with a resume & cover letter to:
Rebecca Minnick, Public Education Supervisor
Rebecca.minnick@louisvilleky.gov
Louisville Metro Parks--Natural Areas Division
Jefferson Memorial Forest
PO Box 467 Fairdale, KY 40118
502.368.6856
www.memorialforest.com

Seasonal Job Opportunities

Jefferson Memorial Forest / Guest Services Assistant - $8.50/ hr.

The Guest Services Assistant will have good clerical skills and exemplify a high personal and professional standard of integrity and show incredible passion for the Forest. This seasonal position can be (1) up to 6 months with 24-40 hours per week, or (2) up to 9 months at 23 hours or less per week.

The chosen candidate will be responsible for providing excellent customer service in person and over the phone to our guests. This includes making reservations for camping, shelters and the
meeting space; assisting guests with gift shop purchases and Forest information; utilizing a computerized point-of-sale and reservation system; providing excellent customer service to visitors and callers; and handling daily accounting and depositing information with care and precision.

Requirements:

Enthusiastic about customer service
Willing to speak to people in person, over the phone and via email
Good clerical skills – typing, phone etiquette, documentation
Ability to gather information from guests over phone and in person
Computer experience, including MS Outlook and Excel
Good math and money-handling skills
Strong work ethic with ability to work independently
Flexibility and motivation to perform
Work schedule must include either Saturday or Sunday

Seasonal Program Staff

Duties include assisting forest staff in a variety of environmental and adventure-based programs for the public and local schools including leading nature hikes, giving presentations using education animals, conducting canoeing programs, teaching archery and climbing skills on our 52-foot Alpine Tower, and assisting with various projects.

IDEAL CANDIDATES will have experience working with youth and enjoy working in the outdoors. Preference will be given to individuals with teaching, program, and/or outdoor recreation experience or certifications.

Please send a completed seasonal application along with a resume & cover letter to: Rebecca Minnick, Public Education Supervisor, at Rebecca.minnick@louisvilleky.gov