

SEASONAL JOB TITLE DESCRIPTIONS

(Not all seasonal job titles are included in this list. To obtain information regarding a seasonal title that is not listed here, contact the hiring agency directly.)

Assistant Park Ranger Coordinator

An employee in this position assists the full-time Park Ranger Coordinator in the reviewing, screening, interviewing, and placement of applicants for the Seasonal Park Ranger Program. **Applicants must be at least 18 years of age.**

Campground Clerk 1st Shift Campground Clerk 2nd Shift Campground Clerk 3rd Shift

An employee in this position issues camping permits, answers telephones, disseminates camping information, collects fees and performs end of shift accounting of revenues generated. **Applicants must be at least 18 years of age.**

Fee Collector 1 (Parking Lots)

An employee in this classification collects parking fees in the Galilee parking lots from patrons of the Block Island Ferry and other Galilee visitors. **Applicants must be at least 18 years of age.**

Management Area Ranger II

An employee in this classification promotes the safe and orderly enjoyment of the parks, campgrounds, beaches and Management Areas administered by the Division of Forest Environment, while assisting patrons of the facility. This position also inspects facilities for both maintenance problems and equipment failures, and performs a variety of light maintenance tasks. Responsible for communicating effectively with others in a polite and tactful manner in order to provide information and assistance and to insure adherence to laws, rules, and regulations. **Applicants must be at least 18 years of age.**

Management Area Ranger III

An employee in this classification promotes the safe and orderly enjoyment of the parks, campgrounds, beaches and Management Areas administered by the Division of Forest Environment, while assisting patrons of the facility. Also responsible for inspecting facilities, reporting maintenance problems and equipment failures and performing a variety of light maintenance tasks. The Management Area Ranger III greets visitors and provides directions and information on parks or area facilities. **Applicants must be at least 18 years of age.**

Mosquito Technician

A Mosquito Technician conducts weekly mosquito trappings along an established route for the Eastern Equine Encephalitis (EEE) surveillance program; accurately separates mosquitoes by species; conducts surveillance and mapping of salt marsh mosquito's habitats, and carries out other assignment to support the mosquito-monitoring program. These positions request a recent degree or current enrollment in college courses in entomology, biology, or equivalent experience; lab experience; a valid driver's license; ability to withstand working days in the field in varying degrees of weather conditions. The position requests a commitment of a 40-hour week May through October with some allowance for time scheduling negotiation.

Naturalist Coordinator

A Naturalist Coordinator supervises other Park Naturalists and directs the Park Naturalist Program. An employee in this classification conducts interviews of Park Naturalist candidates and makes recommendations to hire. An employee in this classification also schedules and coordinates educational and informational activities and insures a smooth operation of eight sites statewide, and acts as a liaison to the Division of Parks & Recreation for the Naturalist Program, and is responsible for purchasing materials and supplies, as needed. **Applicants must be at least 18 years of age.**

Park Naturalist

A Park Naturalist conducts public education programs regarding animal life and behavior, natural resources and conservation. **Applicants must be at least 18 years of age.**

Park Ranger I

A level I Park Ranger has a considerable amount of public contact meeting with visitors to provide directions and information concerning the facilities. A Ranger I is also responsible for patrolling parks and beach facilities to observe and report infractions of rules and regulations; promoting the safe and orderly enjoyment of these facilities by the public; inspecting facilities to check for and report maintenance problems and equipment failures; and performing a variety of maintenance tasks such as litter pickup, restroom maintenance, park and trail cleanup, and other building and grounds maintenance.

Park Ranger II

A level II Park Ranger performs a patrolling, protective, and security function at a particular State Park or Beach. A Ranger II frequently interacts with the public by meeting with visitors to provide directions and information on parks or area

facilities. A Ranger II is also responsible for assisting Park visitors and protecting them and state park properties from hazards such as accidents, injury, damage, fire, theft and trespass; they assist visitors and promote the safe and orderly enjoyment of parks and beaches; inspecting facilities for maintenance problems, equipment failures, reporting on these issues, and performing a variety of light maintenance tasks. **Applicants must be at least 18 years of age.**

Park Ranger III

A level III Park Ranger serves as the Ranger shift supervisor and is responsible for administrative duties as set forth by the Regional Park Manager and/or Division of Parks & Recreation. Level III Rangers are responsible for completing reporting forms and documenting procedures used in daily operations. Responsible for reviewing all reports regarding activity on assigned shifts for accuracy, spelling, neatness, and composition. Level III Rangers are responsible for all equipment and personnel assigned under their supervision. **Applicants must be at least 18 years of age.**

Parks Clerk

A Parks Clerk issues day use/picnic permits, answers telephones, gives out park information and is responsible for the end of the day verification of revenues received. **Applicants must be at least 18 years of age.**

Range Safety Officer

This position is located at the Great Swamp Management Area in West Kingston. Duties include: assisting patrons with compliance to established Range Safety Regulations and state-owned trap equipment; issuing range permits; maintaining range facility and grounds; ordering range supplies as needed; assisting full-time staff with range duties when required; and securing property at closing. Weekends and holidays are mandatory for this 35-hour work week on a rotating basis. Qualifications desired are NRA Range Safety Officer Certification or equivalent experience including knowledge of firearms, firearm safety principles, and range operations is required. Prior experience in the operation or supervision of a shooting range is preferred. Ability to properly interact with the public is expected. **Applicant must be at least 21 years of age**

Recreational Safety Inspector

A Recreational Safety Inspector ensures that public bathing sites are compliant with the state laws and regulations that govern the safety of customers of parks and beaches; this position also prepares reports on incidents of non-compliance and participates in the Lifeguard certification procedures.

Restroom Attendant

A restroom attendant maintains the cleanliness and hygiene of restrooms at facilities administered by the Division of Park & Recreation. This position cleans showers, sinks, floors, toilets, windows, mirrors and other restroom equipment as assigned.

Seasonal Assistant Beach Manager (Surf)

A seasonal assistant beach manager assists the beach manager and on occasion oversees all functions and activities at an assigned state beach, such as scheduling, assignments, recommending disciplinary action and overall management of other seasonal staff hired to operate the beach, e.g., lifeguards, lifeguard supervisors, clerks, park rangers and seasonal laborers. This position oversees the safe operation of the waterfronts, daily maintenance contracts, maintenance and operation of bathhouses, sanitary facilities, first aid stations, parking lots and is at times responsible for managing contracted concession services at their facilities. The assistant beach manager is required to assist in the enforcement of all rules and regulations at the assigned beach, and is responsible for revenue accountability, bank deposits, and revenue reports. Any applicant to this position should have in-depth knowledge and experience related to the operations of a beach. **Applicants must be at least 18 years of age.**

Seasonal Clerical Support Aide 2

A Seasonal Clerical Aide performs varied administrative tasks necessary for the successful operation of one of the varied programs administered by the Department. This position requires the exercise of independent judgment; the ability to perform filing and routine repetitive tasks related to the operation of various equipment, strong computer skills, and the capacity to perform administrative tasks of increased complexity.

Seasonal Club House Operations & Revenue Manager

A Seasonal Club House Operations & Revenue Manager is responsible for enforcing all rules and regulations at the clubhouse of Goddard State Park, and is responsible for revenue accountability, bank deposits and revenue reports. A position in this class exercises supervision over other seasonal employees in clerical and maintenance positions. Any applicant to this position should have in-depth knowledge and experience related to the operations and etiquette of a golf course. **Applicants must be at least 18 years of age.**

Seasonal Equipment Operator (BART)

This position within the DEM Emergency Response Office will work with their Bay Assessment and Response Team (BART). To assist DEM in providing appropriate reaction and remedy to conditions in the Bay due to various ecosystem trauma by operating tractor with racking equipment for clean up; and maintenance of such equipment and other related duties. A working knowledge of the operations of equipment such as tractor, racking and similar attachments; driving a pick-up truck with towing trailer of 27ft.; ability to understand and follow oral instructions; the skills to carry out to completion assigned duties independently; and related abilities and capabilities. **Applicant must possess a Hoisting License and a valid driver's license; and be physically qualified to perform assigned duties. Applicant must be at least 18 years of age**

Seasonal Facility Operations & Revenue Manager

A Seasonal Facility Operations and Revenue Manager oversees the day-to-day operations and revenue collected at Charlestown Breachway and East Beach. **Applicants must be at least 18 years of age.**

Seasonal Groundskeeper

A Seasonal Groundskeeper maintains the grounds, paths, walkways and bikeways in and around the state parks. **Applicants must be at least 18 years of age.**

Seasonal Laborer

A Seasonal Laborer performs a wide range of manual tasks necessary in the daily operation and maintenance of the park or beach area assigned. **Applicants must be at least 18 years of age.**

Seasonal Lifeguard Seasonal Lifeguard Critical Area Seasonal Senior Lifeguard

All positions in the lifeguard hierarchy are required to actively monitor, survey, and control activity on beaches; enforce regulations or policies; and perform first aid and lifesaving activities. Lifeguards respond to water related emergencies as well as accidents, injuries, or other types of emergencies affecting the public safety at the beach; and are responsible for the general overall safety of the waterfront area to which they are assigned. This position requires certification and special training in First Aid, CPR, and Senior Lifesaving; individuals must maintain such certification as a condition of employment.

Seasonal Supervising Lifeguard

In addition to the above duties described for Seasonal Lifeguard positions, a seasonal supervising lifeguard is assigned to major State beach facilities function in a supervisory capacity under the direction of and in cooperation with the Beach or Park Manager. A Lifeguard supervisor has the primary responsibility for establishing, posting and implementing weekly and daily work schedules and assignments to insure the safe operation of the waterfront.

Seasonal Lifeguard Coordinator

A Seasonal Lifeguard Coordinator works closely with Regional Managers, Beach Managers, and Lifeguard Supervisors to ensure adequate staffing and assignment of lifeguards to meet public demand as required by safety standards for the operation of waterfront areas at beaches administered by the Department of Environmental Management. This position works closely with Regional Managers to recruit, screen and fill positions in the lifeguard hierarchy, and to provide training for conditioning, lifesaving, rescue, first aid and CPR techniques.

Seasonal Non-Surf Beach Manager

A seasonal non-surf beach manager oversees all functions and activities at an assigned state beach (surf or non-surf), such as scheduling, assignments, recommending disciplinary action and overall management of other seasonal staff hired to operate the beach, e.g., lifeguards, lifeguard supervisors, clerks, park rangers and seasonal laborers. This position oversees the safe operation of the waterfronts, daily maintenance contracts, maintenance and operation of bathhouses, sanitary facilities, first aid stations, parking lots and is at times responsible for managing contracted concession services at their facilities. The beach manager is also responsible to enforce all rules and regulations at the assigned beach. Any applicant to this position should have in-depth knowledge and experience related to the operations of a beach. **Applicants must be at least 18 years of age.**

Seasonal Policy Intern

A Seasonal Policy Intern assists full-time staff in various areas of environmental policy and planning, special projects, studies, research, data collection, entry and analysis, surveys, design outreach and education materials and to monitor organized events and other related projects. A Seasonal Policy Intern must be proficient in Microsoft Office and other related computer applications, and must demonstrate exceptional written and verbal communication skills.

Seasonal Surf Beach Manager

A seasonal surf beach manager oversees all functions and activities at an assigned state beach (surf or non-surf), such as scheduling, assignments, recommending disciplinary action and overall management of other seasonal staff hired to operate the beach, e.g., lifeguards, lifeguard supervisors, clerks, park rangers and seasonal laborers. This position oversees the safe operation of the waterfronts, daily maintenance contracts, maintenance and operation of bathhouses, sanitary facilities, first aid stations, parking lots and is at times responsible for managing contracted concession services at their facilities. The beach manager is also responsible to enforce all rules and regulations at the assigned beach, and is responsible for revenue accountability, bank deposits, and revenue reports. Any applicant to this position should have in-depth knowledge and experience related to the operations of a beach. **Applicants must be at least 18 years of age.**

Seasonal Technical Field Intern

A Seasonal Technical Field Intern performs varied technical fieldwork of a difficult nature. This position requires the exercise of independent judgment, exceptional written and verbal communication skills, filing ability, and excellent computer skills.

Seasonal Technical Support Intern

A position in this classification compiles, updates and analyzes extremely complex sets of data for technical reports and assignments, performs complex editing of a difficult nature. This position requires the exercise of independent judgment, exceptional written and verbal communication skills, and excellent computer skills.

Student Researcher

Within the DEM Division of Fish and Wildlife, a Student Researcher may assist in management programs and research studies to promote sound fish and wildlife conservation, professional biological field and laboratory work including procedures on a variety of live and dead animals and their parts, fish hatchery work and environmental education. This position may be required to perform a wide variety of tasks for monitoring all aspects of fish and wildlife populations, analyzing and interpreting the findings of such biological research, or both. A thorough working knowledge of common computer software; GIS knowledge desirable. These positions request a recent degree or current enrollment in college courses in wildlife, freshwater fisheries, or marine fisheries biology, or equivalent experience; a valid driver's license; ability to withstand working days in the field in varying degrees of weather conditions; a commitment to a 35-hour work week with some allowance for time scheduling negotiation.

Within the DEM Division of Agriculture, a Student Researcher may assist in the State Cooperative Agriculture Pest Survey (CAPS) program. This program on a state level is part of the nation-wide USDA Animal and Plant Health Inspection Service, Plant and Quarantine (APHIS-PPQ) for the survey and detection of insect and plant pest diseases of concern. Student Researchers participating in this program will follow federal and state guidelines in field research, sample collection, data management, and reporting as well as equipment and facility maintenance. These positions require a college degree or current enrollment in a college program that concentrates in botany, entomology, environmental science, or equivalent experience; computer experience (MSOffice, database, spreadsheet); GIS/GPS knowledge desirable; a valid driver's license; ability to withstand long days working in the field in varying degrees of weather conditions; a positive attitude and ability to work in a team environment. The position requests a commitment of a 35-hour work week April through October, with some allowance for time scheduling negotiation.

Survey Coordinator-Agriculture Programs (DEM)

Will report directly to the Chief and Deputy Chief of the Division of Agriculture and assist in the operation of the "GAP" (Good Agricultural Practices) Certification Program for the State of Rhode Island. This program is part of the nation-wide USDA Program to ensure farmers are following good agricultural practices to ensure a safe food supply. The position requires excellent computer skills (Web-Design, MS Office, database and spreadsheet development), a college degree or enrollment in a college program that concentrates in botany, entomology, environmental science, or equivalent. GIS/GPS knowledge is desirable.