VACANCY ANNOUNCEMENT

POSITION TITLE: PARK RANGER
CLASSIFICATION: SALARIED-NON-EXEMPT
APPLICATION PERIOD: OPEN UNTIL FILLED
STARTING SALARY: $32,000.00
SCHEDULE: Must be able to work a flexible schedule including, evenings, weekends, and holidays.

PRINCIPLE FUNCTIONS:

The Park Ranger performs day-to-day protection and resource management functions. The incumbent operates power equipment and motor vehicles, performs manual labor requiring heavy lifting, and occasionally works in hazardous and adverse weather conditions. He/she bears responsibility for implementing approved plans and procedures to ensure park safety and security for visitors, staff, and property. Provides first aid and responds to various emergency situations. The incumbent also performs resource management tasks associated with historic scene restoration, trail and fence maintenance and construction, and hazardous tree removal. The Park Ranger may have the opportunity to develop skills necessary to provide interpretive support for Civil War Adventure Camp programs, living history and other special programs, and serve as a backup educator and costumed interpreter. The incumbent may also have the opportunity to participate in the maintenance of the Park's library and execute functions related to basic historical services offered by the Park.

CORE RESPONSIBILITIES (not limited to):

- Effectively perform duties related to the opening and closing of the Park to included opening and securing gates and buildings, operating alarm systems, and safety inspections of the Park's trail system.
- Maintain the cleanliness and appearance of all buildings, trails and Park grounds.
- Maintain the security and safety of all Park visitors, buildings and grounds.
- Respond to all incidents and emergencies and serve as the point-of-contact for outside support if needed.
- Serve as back up to Park admissions, retail and visitor services.
- Other duties as assigned.

MINIMUM QUAIFICATIONS:

- One year of relevant hands-on experience
- A positive work record demonstrating reliability
- Possess good oral and written communication skills
- Possess a valid Virginia Driver's License
- Possess reliable transportation
- Ability to work outdoors in all weather conditions
- Be physically able to complete extensive foot patrols and perform strenuous resource management and facilities maintenance tasks as required.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in relevant field or equivalent experience
- CPR/AED or First Aid certification

TO APPLY:

Submit a completed Pamplin Historical Park application form and a narrative statement of no less than two full paragraphs addressing your qualifications and reason for applying for this position.

Additional materials may be included at the applicant's discretion; however, the Park does not guarantee the return of any application materials. Highly qualified applicants will be interviewed by phone. The best candidates will be invited to participate in a personal interview at the Park at their own expense.

All applicants will receive confirmation upon receipt of their application via e-mail. Applicants wishing to check the status of their application or withdraw their name for consideration should notify the Director of Administration via e-mail at ajones@pamplinpark.org.

To obtain an application form, log on to www.pamplinpark.org/employment/application. There, you can fill out the on-line form or download and complete the application in PDF form.

All completed applications and materials should be submitted to:

Pamplin Historical Park
Attn: Amanda Jones
Director of Administration
6125 Boydton Plank Road
North Dinwiddie, VA 23803

-or-

Emailed to:
ajones@pamplinpark.org

-or-

Faxed to:
804-861-2820

Pamplin Historical Park is a nonprofit 501(c)3 organization operating a 424-acre campus in Dinwiddie County, Virginia, six miles from Petersburg and 31 miles south of Richmond. The Park contains museums, four historic homes, features and extensive costumed interpretive program, and preserves the site of a major Civil War battlefield.