

Seasonal State Worker
Indiana Department of Natural Resources – Division of Fish and Wildlife

Location: Natural Resources Education Center
Fort Harrison State Park
5785 Glenn Road
Indianapolis, IN 46216

Status: Part-time (3 days a week)

Salary: \$10.54/hr

Position is located at beautiful Fort Harrison State Park on the northeast side of Indianapolis.

Duties & Responsibilities:

Employee performs program support and clerical tasks for the Go FishIN program and Aquatic Sportfishing Education staff. Employee will work with statewide environmental education programs, as well as other program constituents.

Duties may include:

- Program support in the form of both clerical and education programming
- NREC duties include: receptionist duties and occasional clerical duties for other education program at the NREC
- Process workshop paperwork and monitor loaner equipment and sites
- Maintaining inventory, packing and shipping of program materials and information requests
- Light cleaning chores: dusting, vacuuming, mopping
- Various other duties as assigned by staff

Job Requirements and Difficulty of Work

- The willingness to learn about the educational programs coordinated through the Natural Resources Education Center
- Basic knowledge of English grammar, punctuation and spelling and a willingness to create written communication
- Proficiency in the use of computers, copiers, printers and other office equipment
- Ability to be tactful, friendly and efficient in dealing with persons over the telephone and in person
- Ability to work independently and make decisions regarding program procedures
- Ability to make simple arithmetic computations
- Ability to operate a state vehicle.
- Ability to lift up to 50 lbs. periodically when shipping or receiving materials

Work involves performing a variety of tasks that sometimes deviate from the routine. Incumbent must have well-developed problem solving skills and possess good judgment.

Please send a cover letter and resume to the address above or Kacie Ehrenberger, 317-549-0206 or kehrenberger@dnr.IN.gov. Applications will be taken until the position is filled.