



RHODE ISLAND  
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

235 Promenade Street, Providence, RI 02908-5767

**DEM/DOT Human Resources Service Center**

Rev. 12/08

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[www.dem.ri.gov/jobs/seasonal](http://www.dem.ri.gov/jobs/seasonal)  
[www.riparks.com/employment.htm](http://www.riparks.com/employment.htm)

## Seasonal Positions

within the Rhode Island Department of Environmental Management

The Department of Environmental Management annually employs qualified responsible individuals in a variety of positions within the State's Parks, Beaches, Research Programs, and Administrative Offices during a specific limited period.

Most employees in the seasonal program are required to work weekends and holidays throughout the summer, with two week days off.

Many of the classifications below have a three-step pay grade. An employee in any of these classifications is paid at the first step during his or her first season. An employee returning to the same three-step classification for a second season is paid at the second step during that season. An employee returning to the same three-step classification for a third or subsequent season is paid at the third step during that season.

Unless otherwise noted, applicants must be at least 16 years of age.

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### Ranger Hierarchy

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**Park Ranger I** (\$7.50, \$7.75, \$8.00 Hourly)

A Park Ranger I has a considerable amount of public contact in 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. **Applicants must be at least 16 years of age.**

**Park Ranger II** (\$8.20 \$8.40, \$8.55 Hourly)

A Park Ranger II 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** (\$8.70, \$8.95, \$9.20 Hourly)

A Park Ranger III 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 composure. Level III Rangers are responsible for all equipment and personnel assigned under their supervision. **Applicants must be at least 18 years of age.**

**Management Area Ranger II** (\$8.20 \$8.40, \$8.55 Hourly)

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** (\$8.70, \$8.95, \$9.20 Hourly)

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.**

**Assistant Park Ranger Coordinator** (\$9.25, \$9.50, \$9.75 Hourly)

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.**

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# Lifeguard Hierarchy

Current Certification Required

[www.riparks.com/lifeguard\\_certification\\_inf.htm](http://www.riparks.com/lifeguard_certification_inf.htm)

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**Seasonal Lifeguard** (\$9.50, \$9.75, \$10.00 Hourly)

**Seasonal Lifeguard Critical Area** (\$11.00 \$11.25 Hourly)

**Seasonal Senior Lifeguard** (\$10.25, \$10.50, \$10.75 Hourly)

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. These positions require certification and special training in First Aid, CPR, and Lifeguard Training; individuals must maintain such certification as a condition of employment.

**Seasonal Supervising Lifeguard** (\$11.50, \$11.75, \$12.00 Hourly)

In addition to the above duties described for Seasonal Lifeguard positions, a seasonal supervising lifeguard is assigned to major State beach facilities to 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. Special requirement – must as a condition of employment possess the required Lifeguard Instructor Certification.

**Seasonal Lifeguard Coordinator** (\$12.25, \$12.50, \$12.75)

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.

## Recreational Facility Operations, Management & Education

**Seasonal Laborer** (\$7.85, \$8.10, \$8.40 Hourly)

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 or as determined by the Chief of Parks and Recreation.**

**Seasonal Groundskeeper** (\$8.40, \$8.55, \$8.80 Hourly)

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.**

**Park Naturalist** (\$9.75 \$10.00, \$10.25 Hourly)

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.**

**Fee Collector 1 (Parking Lots)** (\$7.50, \$7.75, \$8.00 Hourly)

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.**

**Fee Collector 2 (Beaches)** (\$8.75, \$9.00, \$9.25 Hourly)

An employee in this classification collects parking fees in the parking lots at state beaches. **Applicants must be at least 18 years of age.**

**Recreational Safety Inspector** (\$10.25, \$10.50, \$10.75 Hourly)

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** (\$10.50 Hourly)

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

**Seasonal Beach Manager** (\$13.25, \$13.50, \$13.75 Hourly)

**Seasonal Non-Surf Beach Manager** (\$11.75, \$12.00, \$12.25 Hourly)

A seasonal 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. **Applicants must be at least 18 years of age.**

**Seasonal Club House Operations & Revenue Manager** (\$11.25, \$11.50, \$11.75)

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 Facility Operations & Revenue Manager** (\$12.50, \$12.75, \$13.00 Hourly)

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.**

**Shooting Range Attendant** (\$11.75 Hourly)

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. Knowledge of firearms, firearm safety principles, and basic range operation is required. Prior experience in the operation or supervision of a shooting range is preferred by not required. Ability to properly interact with the public is expected. Weekends and holidays are mandatory for this 35-hour work week on a rotating basis. **Applicant must be at least 21 years of age**

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## **Clerk and Intern Positions**

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**Parks Clerk** (\$7.95, \$8.20, \$8.35 Hourly)

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.**

**Campground Clerk 1<sup>st</sup> Shift** (\$8.75, \$9.00, \$9.25 Hourly)

**Campground Clerk 2<sup>nd</sup> Shift** (\$9.75, \$10.00, \$10.25 Hourly)

**Campground Clerk 3<sup>rd</sup> Shift** (\$10.75, \$11.00, \$11.25 Hourly)

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.**

**Seasonal Clerical Support Aide 2** (\$9.00, \$9.25, \$9.50 Hourly)

A Seasonal Clerical Aide performs varied administrative tasks necessary for the successful operation of one of the varied programs administered by the Department of Environmental Management. 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 Technical Field Intern** (\$9.50, \$9.75, \$10.00 Hourly)

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 Policy Intern** (\$10.50, \$10.75, \$11.00 Hourly)

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 Technical Support Intern** (\$12.00, \$12.25, \$12.50 Hourly)

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.

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## Research Positions

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### **Mosquito Technician** (\$11.00 Hourly)

A Mosquito Technician conducts weekly statewide 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 assignments 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; 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 35-hour week, May through October with some allowance for time negotiations.

### **Student Researcher** (\$11.75 Hourly)

**Fish and Wildlife** - A Student Researcher may, within the DEM Division of Fish and Wildlife, 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: current enrollment in college courses or a recent degree in wildlife, freshwater fisheries, or marine fisheries biology, or equivalent experience; valid driver's license; ability to withstand working days in the field in varying degrees of weather conditions. A 35-hour work week with some allowance for time negotiations.

**Agriculture** - A Student Researcher may, within the DEM Division of Agriculture, 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 request: college degree or current enrollment in a college program with concentrations in botany, entomology, environmental science, or equivalent experience; Computer experience (MSOffice, database, spreadsheet); GIS/GPS knowledge desirable; 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 week, April through October, with some allowance for time negotiations.

R  M  N Position Recommended \_\_\_\_\_  
 Division Location Acct. No. Pos. No. Dates ID # Access Code

Assignments are made by: Office of Human Resources/Seasonal Employment Program  
**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**  
 235 Promenade Street, Room 350, Providence, RI 02908  
 TELEPHONE: 401-222-2775 FACSIMILE: 401-222-6174  
 Website: [www.dem.ri.gov](http://www.dem.ri.gov) Relay for hearing impaired: 711

Application for Seasonal Employment  
**2010**  
 Summer Season

**READ THESE INSTRUCTIONS:** This application is for temporary, short term, seasonal positions with the Department of Environmental Management. This application may be completed by the person applying for summer employment or by his/her guardian. Read each question carefully and give the information requested. Our office is available to help you with any questions you may have. ALL INFORMATION REQUESTED ON THE APPLICATION FORM MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED BY OUR PERSONNEL OFFICE TO DETERMINE YOUR QUALIFICATIONS FOR A SUMMER JOB. IF AN ITEM DOES NOT APPLY TO YOU OR IF THERE IS NO INFORMATION TO BE GIVEN, WRITE IN THE LETTERS "N.A." FOR "NOT APPLICABLE". IF YOU FAIL TO ANSWER ALL OF THE QUESTIONS ON THE APPLICATION FORM, YOU MAY DELAY CONSIDERATION OF YOUR APPLICATION AND LOSE CONSIDERATION FOR EMPLOYMENT. In completing the application form, use a typewriter if available. Otherwise print clearly in dark ink or ballpoint pen. If you are selected for work in this department, you will be so notified. All selected candidates must be prepared to show proof of citizenship as required by federal law. Applications must be returned as soon as possible. You must be age 16 or older to apply.

In accordance with US Department of Justice Immigration and Naturalization Service requirements for Employment Eligibility Verification (I-9), all individuals eligible to work in the United States must present genuine documents demonstrating their eligibility at the time of hire. A list of acceptable documents is available upon request.

**TO BE COMPLETED BY APPLICANT**

NAME \_\_\_\_\_ HOME PHONE NO. \_\_\_\_\_  
 LAST FIRST MIDDLE  
 ADDRESS \_\_\_\_\_ SUMMER PHONE NO. \_\_\_\_\_  
 NUMBER STREET  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ AGE \_\_\_\_\_ Email Address \_\_\_\_\_  
SUMMER ADDRESS: \_\_\_\_\_  
 (STREET & NUMBER)  
 \_\_\_\_\_  
 CITY, STATE AND ZIP CODE

**DATES YOU WILL BE AVAILABLE FOR WORK:**  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Do you possess a RI Operator's License? If other State, which? YES  NO   
 Do you have an automobile available for daily use? YES  NO   
 Are you willing to commute to within 20 miles of your residence? YES  NO

LIST 1ST 3 JOB CHOICES: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Special Qualifications Skills (Languages, Office, Typing, Carpentry, Medical Skills, etc.): \_\_\_\_\_  
 Special License or Certificate (Lifeguard Certification No. etc.): \_\_\_\_\_

If you are **ONLY** interested in employment in a particular geographic area, indicate city/town etc. please indicate here: \_\_\_\_\_  
 If you are **NOT** interested in employment in a particular area, indicate city/town etc. please indicate here: \_\_\_\_\_

Are you available to work weekends and holidays? YES  NO  What is your earliest start date? \_\_\_\_\_  
 Are you available to work 2ND SHIFT? YES  NO  3RD SHIFT? YES  NO

Have you worked in the DEM State Summer Program before? NO  YES  If YES, indicate Department and Division here and describe in Experience Section

**Have you ever been convicted** of any offense or plead Nolo Contendere to a charge that resulted in a conviction? (Conviction is not an automatic bar to employment. Each case is considered on it's individual merits). In the space below give date, location and indicate felony or misdemeanor. FAILURE TO REPORT A CONVICTION AND LACK OF EXPLANATION IS A BASIS FOR REJECTION. NOTE: In some instances, a plea of "Nolo Contendere" may not be considered a conviction. Refer to RI General Law 12-18-3.  
 NO  YES  If yes, explain: \_\_\_\_\_

REMARKS/COMMENTS: \_\_\_\_\_

Circle the highest grade you will have completed by June: 7 8 9 10 11 12 GED 13 14 15 16 17 18 19 20  
 High School College MA / PhD

EDUCATION	SCHOOLS ATTENDED OR SPECIAL TRAINING RECEIVED				
School Name and Location	From Mo/Yr / To Mo/Yr	Graduate?	Type of Degree or Diploma	Major Subject(s)	Total Credit Hours
High School: _____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	_____
College/Univ.: _____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	_____
Other Schools/Training: _____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____	_____	_____

