## Part time weekend and event staff position

The Weekend and Event Staff are Doe Mountain's face to the public. We are seeking enthusiastic and energetic people to join our staff and help create and maintain a positive customer experience. Our Adventure Center staff will be trustworthy, dependable, have excellent communication skills, and a desire to work in a growing outdoor adventure program.

JOB SUMMARY: Works under the direction and supervision the Event and Program Manager; Weekend and Event staff will have the primary responsibility of checking in users, operating a point-of-sale system with both cash and credit card payments, conveying, and enforcing DMRA Trail Rules, renting out Side by sides, washing side by sides and sanitizing helmets between use, assisting visitors with purchasing day and annual permits, operate the retail and concessions shop, and work during special events and programs with the Event Operations crew. Additionally, the weekend staff will perform routine housekeeping chores and attention to the surrounding grounds to ensure a pleasant and safe experience for staff and guests.

#### MINIMUM HIRING STANDARDS:

- Must be at least 18 years of age.
- Must have a reliable means of communication (i.e., pager or phone).
- Must have a reliable means of transportation (public or private).
- Must have the legal right to work in the United States.
- Must have the ability to speak, read, and write English.
- Must have a High School Diploma or GED
- Must be willing to participate in the Company's pre-employment screening process, including drug screen and background investigation.

Applications are available at the Doe Mountain Recreation Authority Adventure Center, 1203 Harbin Hill Road, Mountain City OR by requesting an application by email at <u>admin@doetn.com</u>.

Pursuant to Doe Mountain Recreation Authority (DMRA) Workplace Discrimination and Harassment policy, DMRA is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the DMRA's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.

| For office use only: Date received : | Interview: Last Name: |   |
|--------------------------------------|-----------------------|---|
| Hire Date:                           | Position:             | _ |

Hire Date: \_\_\_\_\_

# **Doe Mountain Recreation Authority**

1203 Harbin Hill Rd Mountain City, TN 37683 Phone(423)460-1295 Email: doemtntn@gmail.com



**Part-Time Staff** Application

Doe Mountain Recreation Authority (DMRA) is a state authority and an equal opportunity employer. Employment at DMRA will not be limited or excluding in employment based on prohibited and protected categories under county, state, and federal law. Should an applicant need reasonable accommodation in the application or interview process, please notify the designated representative for the search.

DMRA is a Drug Free Workplace. Each employee is expected to report to work and perform their duties in a manner that does not jeopardize the health and safety of coworkers or the public. DMRA employees will be subjected to a pre-employment drug screen and random drug testing. Under reasonable suspicion, a supervisor may refer an employee to the Executive Director for drugtesting referral. Refusal to participate in the Drug Testing program may be grounds for termination.

Please fill out all of the information below, incomplete applications may result in your application being rejected.

#### **Applicant** Information

| Applicant Name:                      |         |        |          |           |         |     |    |       |
|--------------------------------------|---------|--------|----------|-----------|---------|-----|----|-------|
| Address:                             |         |        |          |           |         |     |    |       |
| City, State, Zip Code:               |         |        |          |           |         |     |    | <br>_ |
| Telephone:                           |         |        |          |           |         |     |    |       |
| Email:                               |         |        |          |           |         |     |    |       |
| Applicant Information                |         |        |          |           |         |     |    |       |
| Are you over the age of 18? (circle) | Yes     | No     |          |           |         |     |    |       |
| Are you a U.S. Citizen or approved t | to work | in the | United S | States? ( | circle) | Yes | No |       |

Do you have a minimum of high school diploma or GED? (circle) Yes No

Job Skills/Oualifications: {Please tell us why you think you'd be a good team member)

### Education and Training: (Highest Level of Education or training

| Name | Location (City, State) | Year Graduated/Completed | Major/CTE/Vocational Courses |
|------|------------------------|--------------------------|------------------------------|
|      |                        |                          |                              |

## **Emolovment History:** (most current first)

| Employer Name:  |  |
|---|--|
| Job Title:  |  |
| Supervisor Name:  |  |
| Employer Address:   |  |
| City/State/Zip  |  |
| Business Phone or email:  |  |
| Dates Employed:   |  |
| Reason for leaving:   |  |
|   |  |
| Employer Name:  |  |
| Employer Name:<br>Job Title:  |  |
|   |  |
| Job Title:  |  |
| Job Title:<br>Supervisor Name:  |  |
| Job Title:<br>Supervisor Name:<br>Employer Address:                   |  |
| Job Title:<br>Supervisor Name:<br>Employer Address:<br>City/State/Zip |  |

#### **References:** Please provide THREE personal and professional references.

| Name | Relationship | Contact (phone or email) |
|------|--------------|--------------------------|
|      |              |                          |
|      |              |                          |
|      |              |                          |

At Will Employn1.ent/Contingent on Funding: The relationship between you and the Doe Mountain Recreation Authority is referred to as "employment at will." Positions at Doe Mountain Recreation Authority are contingent upon funding, including time-limited grant and external funding. By signing below, you certify that all responses are true and complete to the best of your knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination/release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_