

# **SOUTH CAROLINA STATE PARK SERVICE SUMMER EMPLOYMENT APPLICATION INFORMATION**

Dear Seasonal Employment Applicant:

You have inquired about seasonal employment opportunities with the South Carolina State Park Service for this summer. We hope most of your questions will be answered in the enclosed information. A seasonal employment application form is attached for your use. (Please feel free to copy this form if you desire to submit an application to more than one park location.)

Please complete both pages of the employment application form and submit your application(s) to the specific park address(es) where you are interested in employment. The park manager will make the determination of which applicants are selected to work at the park for the summer. Again, applicants desiring to be considered for employment at different park locations should submit duplicate copies of their application to each park manager where they desire to be considered. (Please indicate on the application form the specific park(s) where you are interested in working. It is also important to indicate the type of position, which you are applying for.)

The enclosed South Carolina State Parks Cabins/Camping and Other Facilities brochure provides the phone number and address of each state park.

Thank you for your interest in the South Carolina State Park Service. If you have additional questions please contact your nearest state park office or call (803) 734-0161.

(The South Carolina Department of Parks Recreation and Tourism is an Equal Opportunity Employer)

Enclosures

**DOES A SUMMER JOB IN A PARK SETTING  
SOUND APPEALING TO YOU?  
COME JOIN THE SOUTH CAROLINA STATE PARK TEAM!**

The employees of any organization are considered its most important asset and contribute greatly to the success of that organization. That is why the summer employment program is so important to the success of the South Carolina State Park Service. Each Spring the State Park Service hires a (temporary) personnel force of well over four hundred (400) employees to assist in the operation of South Carolina's forty-eight (46) operating properties. For most of the parks in the system, summer season refers to the period from Memorial Day through Labor Day. However, at some parks this season will be longer. Those who have traditionally made up the seasonal work force include school teachers (not teaching during the summer months), high school students and retirees. However, the largest percentage of this work force is made up of college students on summer vacation from school. There are a wide variety of job functions this work force is responsible for. These jobs range from Waterfront Directors and Lifeguards to Concession Operators and Custodial Workers. Below is a brief description of the types of jobs the Park Service will need to fill this summer.

**WATERFRONT POSITIONS:**

1. Waterfront Director - Supervise all Waterfront activities. (A current American Red Cross Lifeguard Training Certification that includes a current C.P.R. for the Professional Rescuer Certification and previous waterfront experience are required.) Salary commensurate with minimum wage and/or experience.
2. Lifeguard - Responsible for swimming areas under the supervision of waterfront director. (A current American Red Cross Lifeguard Training Certification which includes a current C.P.R. for the Professional Rescuer Certification is required.) Salary commensurate with minimum wage and/or experience.

**PROGRAMMING SPECIALISTS:**

1. Natural Interpreter - Responsible for the summer nature program at the park. Organizes a variety of activities and functions for park visitors. Training or experience in nature interpretation is required. Salary commensurate with minimum wage and/or experience.
2. Cultural Interpreter - Responsible for the summer cultural program at the park. Organizes a variety of activities and functions for park visitors. Training or experience in cultural interpretation is required. Salary commensurate with minimum wage and/or experience.
3. Recreator - Responsible for the summer recreation program at the park. Organizes a wide variety of activities and functions for park visitors. Training or experience in recreation is required. Salary commensurate with minimum wage and/or experience.

**(See the attached page for more information on specifically which parks hire seasonal programming specialists.)**

**PARK AIDES:**

1. Service Specialists - Responsible for merchandising, concessions, trading post, parking fee operations, camping registration, etc. This is a highly visible position requiring public relations skills, may include handling and accounting for merchandise and cashier responsibilities. Salary commensurate with minimum wage and/or experience.
2. Grounds and Custodial Maintenance - Responsible for general clean up, grass cutting, garbage collection, cabin and restroom clean up, etc. Salary commensurate with minimum wage and/or experience.

**INTERNS:**

Separate from the limited number of intern positions provided through the Student Intern Training Program coordinated through the State Park Service central office, the State Park Service is interested in working with students to meet special curriculum requirements toward the student's degree which would involve practical or field experience. With proper approval from the student's academic advisor(s) regular seasonal employment may be considered as intern experience. Interested students should contact the park superintendent where they are interested in working to apply for any of the positions listed above and to work out any special requirements of park management in order to meet curriculum requirements. Salary would vary depending on the specific seasonal position filled.

**GENERAL INFORMATION:**

Usually before an applicant is hired, the park superintendent will request a personal interview at the park where the applicant is applying for work. During the personal interview a prospective employee will have an opportunity to learn what will be expected in terms of responsibilities, availability of housing and the work schedule. (Most all positions require a forty (40) hour workweek. Barracks style housing is available at several parks: Table Rock, Hickory Knob, Oconee, Kings Mountain, Santee, Hunting Island, and Myrtle Beach. It will be the responsibility of each employee to provide their own meals.)

It is advised that completed seasonal employment applications be submitted to the park superintendent as soon as possible before the summer season. **Park phone numbers may be found in the South Carolina State Parks Cabins/Camping and other Facilities brochure. A follow-up phone contact (after submitting an application) is recommended.**

# **APPEARANCE CODE**

## **TEMPORARY (SEASONAL) PERSONNEL**

An important factor in the contact of park patrons is the personal hygiene habits of each individual employee. Each employee should be aware of the need for, and put into practice, personal cleanliness and good hygiene habits. The following code has been established to aid in this objective.

### **PERSONAL HYGIENE**

Careful attention should be made as to personal cleanliness at all times; skin, teeth, and fingernails clean. Hair must be clean and neatly combed. Facial hair on male employees must comply with established guidelines of the State Park Service.

### **CLOTHING**

Clothing shall be neat, clean and comfortable and of a nature so as not to be suggestive in any way. Individuals supplied with uniforms by the State Park Service are required to wear them during work hours. If lifeguard uniforms are not provided, men will wear boxer trunks and women will wear modest swimsuits. No employee shall go barefoot except waterfront personnel.

Each employee's conduct is a reflection of the state of South Carolina. He or she is expected to conduct himself, during duty hours and during non-duty hours, in such a manner as not to bring discredit upon himself or herself, fellow employees, or the park in which he or she works.

**S.C. DEPARTMENT OF PARKS, RECREATION AND TOURISM**

**An Equal Opportunity Employer  
APPLICATION FOR TEMPORARY EMPLOYMENT  
SOUTH CAROLINA STATE PARK SERVICE**

PERSONAL DATA:

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
(Local or School) City State Zip Phone

Address \_\_\_\_\_  
(Permanent) City State Zip Phone

Date of Birth: \_\_\_\_\_ Are you authorized to work in the U.S.? Yes \_\_\_ No \_\_\_  
(If under 21 years of age)

Do you possess a valid Driver's License? No \_\_\_ Yes \_\_\_ If Yes: \_\_\_\_\_  
State Number Expiration Date

Have you been convicted of a crime other than minor traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_

Note: A "Yes" answer will not necessarily bar you from employment. The nature, severity, and date of the offense in relation to the position applied for are considered.

EDUCATION AND TRAINING: Circle the last year completed: High School 1 2 3 4 College 1 2 3 4

Name of College or Vocational School \_\_\_\_\_

Major Subjects \_\_\_\_\_

Special studies, training or educational experience \_\_\_\_\_

Current lifesaving certificates held and expiration date: \_\_\_\_\_

First Aid and CPR: Describe training and present certification: \_\_\_\_\_

Do you operate any of the following equipment: Power Mower \_\_\_\_\_ Tractor \_\_\_\_\_ Computer \_\_\_\_\_ Cash Register \_\_\_\_\_  
Typewriter \_\_\_\_\_ (Words per minute \_\_\_\_\_) Other \_\_\_\_\_

RELATED WORK EXPERIENCE:

Employer \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Duties Performed \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Have you worked in a State Park before? \_\_\_\_\_ Where? \_\_\_\_\_

What Position? \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Have you ever been fired or forced to resign from any job? No \_\_\_ Yes \_\_\_ If yes, explain. \_\_\_\_\_

POSITION APPLIED FOR:

Program Specialist-(Recreator)\_\_\_ Program Specialist-(Naturalist)\_\_\_ Lifeguard\_\_\_ Waterfront Director\_\_\_ Maintenance\_\_\_  
Retail Sales\_\_\_ Parking Fee Attendant\_\_\_ Other\_\_\_

Would you accept employment in any park? Yes\_\_\_ No\_\_\_ In which parks would you prefer employment?\_\_\_\_\_

State why you think you are qualified for the job(s) for which you are applying: \_\_\_\_\_

Dates available for work: From\_\_\_\_\_ To\_\_\_\_\_

REFERENCES: (Give Two)

Name	Address	Phone
_____	_____	_____
_____	_____	_____

S.C. State Law prohibits State employment to persons who have willfully defaulted on student loans. In accordance with the S.C. Code of Laws (Section 59-111-50) as amended, all applicants for employment are required to complete the following certification: **(check one)**

\_\_\_ I certify that I am not in default on any of the following types of loans:

- |   |                                  |
|---|----------------------------------|
| National Direct Student Loan              | Law Enforcement Educational Loan |
| National Defense Student Loan             | Health Professions Student Loan  |
| Guaranteed-Federally Insured Student Loan | Nursing Student Loan             |

I understand that my defaulting on such loans will preclude my continued or future employment with the South Carolina State Government unless I voluntarily enter into and honor an agreement after default under which terms the debt will be repaid and the lender provides written confirmation of the agreement to the State.

\_\_\_ I am currently in default on one or more of the above loans. I understand that my application for employment will not be processed until I voluntarily enter into and honor an agreement after default under which terms the debt will be repaid and the lender provides written confirmation of the agreement to the hiring office. I also understand that my participation in the agreement described above will not prejudice my application for employment by the State.

I have read, and agree to adhere to the appearance code and to abide by the rules and regulations of the S.C. State Park Service and the Park to which I am assigned. I affirm, agree and/or understand that all statements on this form are true and accurate; any misrepresentation or omission of facts may result in my being disqualified or my being discharged should I already be employed by a State agency, department, or institution; my background may be investigated, including a fingerprint check; I may be required to successfully pass a medical examination as a condition of employment; if I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work; copies of this form may be furnished to other State agencies, departments, and institutions.

**Through the Family Independence Act of 1995, state agencies are actively recruiting welfare and food stamp recipients. Are you currently receiving AFDC benefits or food stamps? \_\_\_ Yes \_\_\_ No**

**SIGNATURE** \_\_\_\_\_

**Date** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**INTERVIEWER'S COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
Interviewer's Signature

\_\_\_\_\_  
Date