



Missouri Department of Natural Resources
Division of State Parks
800-334-6946

Seasonal Interpreter – Naturalist or Historic Work Opportunities with the Missouri Department of Natural Resources

The Division of State Parks' Resource Management and Interpretation Program helps to fill positions as seasonal interpreters, naturalists, or historians in Missouri State Parks and Historic Sites. Staff is employed throughout the year, but primarily during the summer season of high visitation or for special events. This work provides valuable experience in a possible career path.

Minimum Job Requirements: Attending a college/university with at least a freshman standing and majoring in any of the natural sciences, history/cultural resources, outdoor recreation, or interpretive services. Or have work experience as an interpreter with an agency charged with natural or cultural resource responsibilities.

General Work Responsibilities: Plan and implement activities and programs for the enjoyment, education, and appreciation of visitors; to enhance natural and historical information in state parks and state historic sites to increase the resource data base. Specific responsibilities may vary from site to site.

Duties could include, but not limited to:

- The development & presentation of original interpretive programs such as nature walks, stargazing, historical tours, first-person interpretations, and campfires.
- Research of natural and cultural history with the development of information related to specific parks and historic sites for resource management and archival storage.
- Assist in the care of interpretive facilities, nature trails, displays, and special natural or cultural features of a park.
- Provide information/direction to the visitors concerning rules and regulations, safety, points of interest, and available facilities.
- Carry out regularly established interpretive programs developed by the full time staff.

Training and other considerations:

- Training in interpretive techniques, methods, evaluation and resources is provided through a 40-hour course multi level course. The course is provided the week before Memorial Day Weekend starting on the Sunday before and ending on the following Thursday.
- Those unable to attend this required course will receive training at their respective park or site.
- All seasonal staff will receive work uniforms at no cost. Housing is available at no cost in selected parks.

Application Process:

- Please use your permanent home address on the State of Missouri, Application for Employment. On the Interpretive Program Information Sheet for Seasonal Work, use your school address if applicable.
- Filling out the attached forms does not imply any guaranteed interview for employment or actual employment with the Department of Natural Resources on a seasonal or full time basis.
- Applications should be received by the deadline for the selected work period. Applications will be collected until the deadline at which point they will be distributed to selected parks. Deadlines are as follows:

Work Period

May through August
September through December
January through May

Application Deadlines

December 15 and March 1
April 15
August 15

Mail completed forms and information to:
Missouri Department of Natural Resources
Andrea Putnam, Chief Park Naturalist
P.O. Box 176, Jefferson City, MO. 65102-0176

The Chief Park Naturalist may be contacted by email at: andrea.putnam@dnr.mo.gov

Interpretive Program Information Sheet for Seasonal Work

This form asks for information needed to help in placement at a work site, **should you be picked**. Attach it to the Department of Natural Resources Application for Employment (MO 780-1601), and return to the Chief Park Naturalist. Applications must be received by one of two deadlines for the selected work period.

Available Work Period(s)

- May through August
- Sept. through December
- January through May

Application Deadlines

December 15 and March 1
April 15
August 15

Name _____

Mailing Address _____

City, State Zip _____

E-mail Address _____

Phone numbers (please indicated times you may be reached):

Home Time:
School Time:
Other Time:

- First _____ and last _____ dates available for 40-hours of work per week.
- If you can not work a 40-hour week, can you work part time? Yes No When? _____
- Last day of classes _____ Schools' finals week _____
- Can you work weekends before May or after the middle of September? Yes No
If yes, which of weekends can you work? _____
- If living quarters are available, do you need special conditions? Yes No
If so, indicate what those needs are: _____
- What park would you like to work in?
1. _____ 2. _____

List specific courses / experience, you have taken in these subject areas:

Science

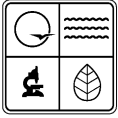
Cultural/History

Recreation

Education/Teaching

Fine Arts

List special interest, abilities, hobbies, training, certifications, or activities that you want us to know about:



MISSOURI DEPARTMENT OF NATURAL RESOURCES
 HUMAN RESOURCES PROGRAM
APPLICATION FOR TEMPORARY EMPLOYMENT

OUR MISSION: "Preserving And Protecting the State's Natural, Cultural, And Energy Resources"

TO APPLICANTS WITH DISABILITIES: IF YOU HAVE DIFFICULTY WITH ANY PHASE OF THE EMPLOYMENT PROCESS, PLEASE CALL 573-751-2518. REASONABLE ATTEMPTS WILL BE MADE TO ACCOMMODATE SPECIAL NEEDS. TTY/TDD USERS: PLEASE USE THE RELAY MISSOURI NUMBER: 800-735-2966.

IDENTIFICATION				
LAST NAME		FIRST NAME	MIDDLE	ARE YOU LAWFULLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOME ADDRESS				
SOCIAL SECURITY NUMBER	HOME PHONE	WORK PHONE	INTERNET ADDRESS	
- -	- -	- -		
POSITION (PLEASE COMPLETE ONE APPLICATION FOR EACH POSITION FOR WHICH YOU ARE APPLYING)				
TITLE AND LOCATION OF POSITION FOR WHICH APPLYING:		CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION AS LISTED ON THE VACANCY NOTICE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
TYPE OF EMPLOYMENT DESIRED: <input type="checkbox"/> FULL-TIME TEMPORARY <input type="checkbox"/> PART-TIME <input type="checkbox"/>		WHEN COULD YOU START WORK:	MINIMUM SALARY EXPECTATION:	
EDUCATION/TRAINING (COLLEGE, MILITARY, VOCATIONAL EDUCATION, AND SO ON.) NOTE: IF SELECTED FOR INTERVIEW, COPIES OF TRANSCRIPTS MAY BE REQUIRED.				
HIGH SCHOOL GRADUATE OR GENERAL EDUCATION DEVELOPMENT TEST <input type="checkbox"/> YES <input type="checkbox"/> NO			SCHOOL NAMES AND LOCATIONS:	
CIRCLE HIGHEST ELEMENTARY/SECONDARY GRADE COMPLETED <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12				
NUMBER OF YEARS OF POST SECONDARY EDUCATION (COLLEGE) COMPLETED <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 OTHER				
HAVE YOU BEEN CONVICTED OF ANY VIOLATION OF THE LAW SINCE YOUR 16 TH BIRTHDAY? <input type="checkbox"/> YES <input type="checkbox"/> NO				
I certify the statements made in this application are correct and complete and, if employed, understand that any false or omitted information in this application or its supporting documents will be sufficient grounds for immediate termination. My signature authorizes the Missouri Department of Natural Resources to review my previous employment, driving, and criminal records and order background data as may relate to the position for which I am applying. I also agree to provide the necessary information to conduct this background check.				
ORIGINAL SIGNATURE (UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED)			DATE	
NOTICE OF DISCRIMINATION: THE MISSOURI DEPARTMENT OF NATURAL RESOURCES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, NATIONAL ORIGIN, RELIGION, DISABILITY, OR STATUS AS A VETERAN. ANY PERSON HAVING INQUIRIES CONCERNING THIS NONDISCRIMINATION RESOLUTION ARE ENCOURAGED TO CONTACT THE DIRECTOR OF THE HUMAN RESOURCES PROGRAM, DEPARTMENT OF NATURAL RESOURCES, P.O. BOX 176, JEFFERSON CITY, MISSOURI 65102-0176. TELEPHONE 573-751-2518, TTY/TDD USERS, PLEASE USE THE RELAY MISSOURI NUMBER: 800-735-2966.				

(PLEASE COMPLETE THE SECTION BELOW STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER. USE ADDITIONAL SHEETS OF PAPER IF NECESSARY. YOU MAY ATTACH A RESUME IN LIEU OF COMPLETEING THIS SECTION; HOWEVER, FAILURE TO PROVIDE ALL THE INFORMATION REQUESTED MAY RESULT IN REJECTION OF YOUR APPLICATION FOR EMPLOYMENT.)

EMPLOYER'S NAME AND ADDRESS		DUTIES SHOW PERCENT OF TIME SPENT ON EACH DUTY IN COLUMN AT LEFT. IF YOU SUPERVISED EMPLOYEES, PLEASE INDICATE THE NUMBER AND TYPE OF WORK THEY PERFORMED. IF APPLYING FOR A COMPUTER INFORMATION SPECIALIST POSITION, PLEASE LIST THE SOFTWARE AND COMPUTER LANGUAGES USED, THE PERCENT OF TIME SPENT USING, AND AN EXPLANATION OF HOW USED.	
YOUR JOB TITLE			
FROM: MO/YR	TO: MO/YR		
HOURS PER WEEK	LAST MO. SALARY		
SUPERVISOR'S NAME	PHONE		
MAY WE CONTACT YOUR SUPERVISOR <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHY?			
REASON FOR LEAVING			
EMPLOYER'S NAME AND ADDRESS		DUTIES SHOW PERCENT OF TIME SPENT ON EACH DUTY IN COLUMN AT LEFT. IF YOU SUPERVISED EMPLOYEES, PELASE INDICATE THE NUMBER AND TYPE OF WORK THEY PERFORMED. IF APPLYING FOR A COMPUTER INFORMATION SPECIALIST POSITION, PLEASE LIST THE SOFTWARE AND COMPUTER LANGUAGES USED, THE PERCENT OF TIME SPENT USING, AND AN EXPLANATION OF HOW USED.	
YOUR JOB TITLE			
FROM: MO/YR	TO: MO/YR		
HOURS PER WEEK	LAST MO. SALARY		
SUPERVISOR'S NAME	PHONE		
MAY WE CONTACT YOUR SUPERVISOR <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHY?			
REASON FOR LEAVING			



STATE OF MISSOURI
MISSOURI DEPARTMENT OF NATURAL RESOURCES
AUTHORIZATION FOR CRIMINAL RECORD REVIEW

NAME - FIRST			MIDDLE			LAST				
FORMER NAMES AND/OR ALIASES USED										
SOCIAL SECURITY NUMBER			DATE OF BIRTH			RACE			GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
ADDRESS										
PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY. USE ADDITIONAL PAPER IF NECESSARY.										
Have you ever been convicted, pled guilty or nolo contendere, and/or received a suspended imposition of sentence/suspended execution of sentence in any federal, state, or municipal court for a criminal offense? (Please include any alcohol or drug-related driving offenses or any other offense you have been convicted of) If yes please provide an explanation.										
<input type="checkbox"/> YES <input type="checkbox"/> NO			EXPLANATION							
Have you ever received probation or community supervision for any federal, state, or municipal offense? If yes, please provide an explanation.										
<input type="checkbox"/> YES <input type="checkbox"/> NO			EXPLANATION							
Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide an explanation.										
<input type="checkbox"/> YES <input type="checkbox"/> NO			EXPLANATION							
As of this date, do you have any pending criminal charges against you? If yes, please provide an explanation.										
<input type="checkbox"/> YES <input type="checkbox"/> NO			EXPLANATION							
<p>I hereby swear or affirm that I am the applicant for record review listed above and that the information provided in this application is true and accurate to the best of my knowledge. I give my permission for the Missouri Department of Natural Resources (DNR) to obtain any and all background information authorized by law, including but not limited to criminal records, and to process this record review using my social security number.</p> <p>By my signature , I affirm and recognize that in the event I have furnished false information or have failed to furnish required information for a criminal record review on this application or for the employment history given to my employer, I will be terminated from employment with DNR or removed from hiring consideration.</p> <p>A conviction of a violation of the law does not constitute an automatic bar to employment. Each case is considered on an individual basis. Falsification of the application will, however, result in disqualification or dismissal from employment.</p> <p>I hereby authorize DNR to investigate, obtain and compile information concerning my employment history, to obtain a copy of my college transcripts and to conduct a record review of myself.</p>										
SIGNATURE							DATE			
INFORMATION ON POSITION FOR WHICH YOU ARE APPLYING										
DIVISION			PROGRAM			POSITION TITLE			POSITION#	