

## Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

## About the Tennessee State Parks

From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



## Tennessee State Parks and Conservation Lead Front Desk Associate Paris Landing State Park Annual Starting Salary Range: \$25,860

Our Tennessee State Parks are among the most beautiful parks in the United States. We have an outstanding leadership opportunity in a beautiful work environment, while providing oversight of the day-to-day lodge and cabin room operations. Paris Landing State Park located in Buchanan, TN and is a preferred destination for business meetings and conferences as well as a vacation destination for families.

This position is responsible for leading and assisting the daily requirements associated with the front desk duties at the Paris Landing Lodge. The preferred candidate will have knowledge and experience as a hotel front desk employee, working with property management systems for reservations, and experience working with groups in a hospitality environment. The position requires work on weekends and holidays on a rotating basis. To apply for this position visit: <https://www.tn.gov/careers>.

### Highlighted Responsibilities:

- Lead and assist completion of daily shift requirements for the front desk operations for the lodge.
- Assist with training of the front desk staff to successfully perform front office operational duties.
- Manage lodging and cabin accommodations using approved property management systems.
- Perform front desk associate and night clerk duties when necessary.
- Ensure guest satisfaction by successfully resolving disputes and guest complaints.
- Assist with ordering and inventory of the Lodge Gift Shop.
- Help Lodge and Park guests with directions and explanation of local and Park attractions.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State 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 State'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.*