

## 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.



## Clerk 2 (Golf Course) Tims Ford State Park Starting Annual Salary \$27,504

Tennessee State Parks are among the most beautiful parks in the United States. We have an outstanding opportunity available to work in a beautiful environment at Tims Ford State Park Golf Course in Winchester, Tennessee. The golf course Clerk 2's responsibilities are integral to the successful operation of the golf course. The position will be responsible for a variety of clerical, accounting, and payroll operations conducted at the golf course

The preferred candidate will possess a strong work ethic, is comfortable working with diverse teams, and competent to effectively handle multiple tasks and assignments daily. The position requires excellent customer service skills and will require development of knowledge of the amenities of the park to share with guests of the park. The preferred candidate will have experience working at a golf course and have a general knowledge of golf course operations and activities. Education equivalent to high school graduate and 1 year of full-time clerical experience required. To apply for this position visit please visit: <http://www.tn.gov/careers>.

### Highlighted Responsibilities:

- Assist Customers with tee time reservations, golf course information, and general information about Bear Trace Tims Ford, Tims Ford State Park and the surrounding area.
- Provide coordination of cart and club rentals. Assist with Golf Shop merchandise sales, merchandising and ordering.
- Operate TDEC's ForeUp Point of Sale and reservation systems.
- Maintain appropriate inventory for the Golf Shop and assist with required inventory counts and reports.
- Oversee all outside operations including volunteer host staff. Duties include staging/cleaning/parking golf carts, as well as driving range maintenance.
- Oversee all Snack Bar operations including stocking, sales management, and inventory control.

*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.*