



**Georgia Department of Natural Resources (DNR)**  
**Parks and Historic Sites Job Vacancy**  
**Part time opening for Park Services Worker at the**  
**Chief Vann House Historic Site in Chatsworth, GA**

Application can be emailed to candidates by request. Email request to: [New\\_Echota\\_Park@dnr.ga.gov](mailto:New_Echota_Park@dnr.ga.gov) or [Vann\\_House\\_Park@dnr.ga.gov](mailto:Vann_House_Park@dnr.ga.gov).

**Park Services Workers Job Description Guidelines:**

\$8.00/hour pay rate

Position is budgeted for maximum of 28 hours/week; no allowance for over 28 hours/week maximum.

Uniforms, including pants, belt, shirt, hat and winter coat provided by DNR; black shoes provided by employee.

Department Dress code must be followed.

Vann House hours of operation: Thurs-Sun 9:00a.m. – 5:00p.m.

Work schedule: 8:30-5:00 (30 minutes' unpaid lunch break) or 8:30-12:30 (on ½ days). Schedules can vary, Sundays can alternate.

Applicants must be 18 years of age or older, have a valid Georgia Driver's License and pass criminal background check. Eligible candidates should possess: a working knowledge of Georgia History or prehistoric/historic Native American history or work experience in museum or grounds-keeping/maintenance experience.

The Vann House is on the National Register of Historic Places (NRHP) for its association with the Trail of Tears and Georgia history. Join our team to help maintain the site and educate guests on the history of the Cherokee people. Duties listed below are generally performed by all staff members, including this position. Work time is split between customer service, assisting in site interpretation, and museum upkeep.

**Daily Visitor Center and Museum Duties:**

1. Operate computer based Point of Sales System handling guest's admission fees sales and retail gift sales transactions.
2. Answer phone and provide business information associated with admission fees, hours, directions, group tour reservations, etc.
3. For individuals, families and organized groups (various ages), give guided tours of historic buildings and grounds...after learning history of site.
4. Assist Park Ranger with administrative reports as training, knowledge and experience allow.
5. Assist in preparations and conducting special annual events such as Christmas Candlelight Program (requires 2 nights in early December availability until 10:00 p.m.) and Vann House Days in July.
6. Assist Ranger in completing various administrative office reports as trained and requested. Familiarity with PC desktop computer systems preferable.
7. In order to maintain a professional environment, assistance in routine, daily custodial cleaning of visitor center and historic buildings includes but not limited to: dusting, sweeping, polishing, mopping, vacuuming floors, public restroom cleaning, trash removal.

**Daily General Maintenance Duties:**

1. Perform historic grounds and roadside trash pick-up/removal.
2. Clean public restrooms at museum per daily schedule and standards.
3. Help maintain clean staff break room and office work areas.
4. Wash/clean site pickup truck and other work vehicles/carts.
5. Rake yards as needed/directed.

6. Help with basic landscape maintenance of site including occasional operation of riding mower and weed trimmer.
7. Assist with grounds maintenance projects such as spreading of pine straw and bark mulch chips.
8. Assist Park Craftsman with repair projects as requested.
9. Assist in small farmstead garden work including operating tiller, planting seed and weeding garden during growing seasons.
10. Perform grounds and historic building maintenance and repairs including riding mower operation and other duties as based on skills, knowledge and training.