

# SUMMERTIME OFFICE COORDINATOR

## POSITION

The Wyoming State Fair (WSF) is seeking a Summertime Office Coordinator to oversee front office operations during the busy fair season. This individual will be responsible for managing daily administrative tasks, ensuring smooth communication, assisting guests, and overseeing summertime interns. The ideal candidate is organized, personable, and capable of multitasking in a fast-paced environment.

## RESPONSIBILITIES

### Front Office Management:

- Answer and direct phone calls, take messages, and ensure timely follow-up.
- Check and distribute incoming mail and process outgoing correspondence.
- Greet and assist guests, vendors, and partners in a professional and welcoming manner.
- Handle payments, issue receipts, and maintain accurate transaction records.
- Assist with document creation, filing, and other administrative tasks as needed.

### Intern Supervision:

- Oversee and coordinate the daily tasks of summertime interns.
- Provide guidance and mentorship to interns, assisting with training and workflow management.
- Assign tasks related to office support, event preparation, and fair logistics.

### Office & Event Support:

- Ensure the front office remains organized, stocked with necessary supplies, and functions efficiently.
- Assist with scheduling and coordination for fair-related administrative needs.
- Support the WSF team with special projects, document preparation, and fair operations as needed.

## REQUIREMENTS

### Skills:

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and basic office equipment.

**Flexibility:** Willingness to work extended hours leading up to and during the Wyoming State Fair.

This role requires working in an office setting with regular interaction with visitors, vendors, and fair staff. The environment can be fast-paced, especially leading up to and during the fair.

Interested candidates should submit their resume, a brief cover letter outlining relevant experience, and two professional references to [courtney.conkle@wyo.gov](mailto:courtney.conkle@wyo.gov). Applications will be accepted until the position is filled.





*Contract Employment Application*  
**WYOMING STATE FAIR**

Return to:

**Courtny Conkle**

PO Box 10. Douglas, WY 82633

Courtny.Conkle@wyo.gov

Phone: (307) 358-2398

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## GENERAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you have a High School Diploma or G.E.D. Certificate? YES  NO

Position you are applying for: \_\_\_\_\_

How did you hear about this position: \_\_\_\_\_

Have you ever pled "guilty" or "no contest", or being convicted of a crime? YES  NO

Explain: \_\_\_\_\_

## SCHOOLING HISTORY

High School and Location: \_\_\_\_\_

College or Vocational School and Location: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree Earned: YES  NO

Other job-related special qualifications and skills (computer skills, kills with machines, awards etc.):

## REFERENCES

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company: \_\_\_\_\_

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## EMPLOYMENT HISTORY

1. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

2. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

3. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

4. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

5. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

5. Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: MO/YR \_\_\_\_\_ To: MO/YR \_\_\_\_\_ Your Title: \_\_\_\_\_

## AVAILABILITY

What date can you start? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

