

San Juan County Parks and Fair

POSITION DESCRIPTION – Camp Host – Odlin, Shaw or San Juan County Park

Position Title: Volunteer Camp Host

Year:2022

Reports to: Park Manager

Department: PARKS

FLSA Status: Exempt

Positions Supervised: None

BASIC FUNCTION: The Volunteer Camp Host maintains a presence in the park as a resource for the public and staff. Public contact responsibilities include: Providing Park and area information, answering questions, educating visitors about park rules and natural history, checking in on camper satisfaction, fee collection and basic maintenance laid out by park staff.

PREFERRED QUALIFICATIONS:

- *Experience in hosting or caretaking parks or land used by the public for recreational activities.
- *Excellent public relations skills.
- *Knowledge of sanitation practices, equipment and techniques.
- *Organization and administrative skills for limited office and paperwork duties.
- *Schedule availability to meet the Park needs evenings and weekends.

PRINCIPAL DUTIES:

1. Interacting with diverse people on various levels including fee collection, park rule education, dealing with customer dissatisfaction, answering cultural and natural history questions.
2. Assist with nightly park walk-throughs including restroom checks.
3. Assist with litter pick-up.
4. Be a strong presence in park, visible and available to public.
5. Assist with light administrative tasks.
6. Assist with other park maintenance tasks as directed by the Park Staff.

PHYSICAL AND MENTAL REQUIREMENTS:

PHYSICAL:

- *Lifting of equipment and supplies, up to 30 pounds.
- *Use cleansers and solvents (non-toxic products are used within budget restrictions).
- *Walking for periods of time through the park.

MENTAL:

- *Ability to maintain positive interaction with general public under stressful conditions.
- *Ability to think clearly and react effectively and positively under emergency situations and situations of negative conflict between campers.
- *Ability to be flexible/adaptable as demands from the public change frequently throughout the day.

WORKING CONDITIONS

- *Indoor responsibilities include periods of one half to two hours in or near staff office attending to customers and administrative tasks.
- *Outdoor conditions include mostly light work and walking activities in variable, seasonal weather.

VOLUNTEER APPLICATION

Name (Last, First, Middle Initial) <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	
Social Security #	
Mailing Address, City, State, Zip	
Telephone:	E-mail:

1. Do you have a valid driver's license? Yes No What state? _____
2. Are you willing to submit a Background Check authorization form (provided separately) and having a check done of your criminal history? Yes No
3. Are you bondable? Yes No

Skills and Interests:

List any Previous hosting or volunteer experience caretaking land used by the public for camping and/or recreational activities.

Circle the months you are available to volunteer:
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Which park would you prefer to host?

San Juan Odlin Shaw

Would you be willing to host at either park? Yes No

All answers and statements are true and complete to the best of my knowledge. I understand that the county may verify information and that untruthful or misleading answers are cause for rejection of this application.

Signature of Applicant _____

Date _____