

Stewards of the Coast and Redwoods
Volunteer Duty Statement

CAMPGROUND HOST
Austin Creek State Recreation Area

ESSENTIAL JOB FUNCTIONS STATEMENT

Volunteer positions interpret park features to the public; assist with aspects of campground operation and maintenance work. The essential job functions of these positions include: visitor services, maintenance services, effective communication and clerical/recordkeeping work.

JOB TITLE: Campground Host

PURPOSE: To support the missions of Stewards of the Coast and Redwoods and California State Parks and provide assistance to the staff and operation of Austin Creek SRA

MAJOR DUTIES:

- Represents the park in a positive manner at all times.
- Provides campground checks on a scheduled basis under the direction of Park Staff.
- Assists permanent maintenance staff with projects as directed.
- In a friendly, professional manner, provides general information and assistance to park visitors, including directions, park use fees, and rules and regulations.

REQUIREMENTS:

- Successfully completes the required training and orientation for park operations.
- Wears the required State Park Volunteer uniform.
- Attends all regularly scheduled Volunteer meetings.

REPORTS TO: Stewards Field Operations Manager

SUPERVISED BY: Stewards Field Operations Manager

LOCATION: Austin Creek SRA – Bullfrog Pond Campground

TIME COMMITMENT: Minimum of 4 hours per week

SKILLS REQUIRED:

- The ability to effectively communicate to members of the public and Stewards staff.
- Willingness and ability to follow the required guidelines established to perform duties.
- The ability and willingness to follow proper communication protocol.

CAMP HOST SITE REQUIREMENTS:

- Maintain a neat and orderly campsite.
- Personal belongings will be stored out of public sight.
- The Host Site landscaping shall not be altered, fencing shall not be erected, and non-camping equipment is not allowed at the site.

GENERAL INFORMATION: Before a volunteer position is offered, required forms are subject to review and approval, as outlined by Stewards.

ESSENTIAL FUNCTIONS COMPONENTS

The following components of the Essential Functions must be performed at a level which demonstrates ability to successfully perform routine unskilled public contact work, area and facilities maintenance, resource protection, effective communication, and clerical work.

A. VISITOR SERVICES

1) Campground Operations

- Sit for prolonged periods of time
- Stand for prolonged periods of time
- Effective communication
- Knowledge of Basic Math

2) Camp Checks

- Ability to make public contact/camp checks
- Effective communication

B. MAINTENANCE SERVICES

1) Housekeeping/Janitorial/Custodial as needed

- Bend
- Lift
- Grip
- Squat
- Push/Pull
- Carry
- Walk
- Comprehend
- Dexterity
- Stoop
- Drag

2) Trash Pick-Up

- Bend
- Lift
- Grip
- Squat
- Carry
- Stoop
- Drag
- Push/Pull

C. RESOURCE PROTECTION

1) Trail Clearing and Trail Maintenance as needed

- Rake
- Walk
- Push/Pull
- Grip
- Bend
- Hike on uneven ground
- Stoop
- Climb
- Carry
- Lift

D. COMMUNICATE EFFECTIVELY

The following components of this Essential Function must be performed at a level sufficient to be understood by internal and external customers.

- Document activities in public education & contact, day to day activities
- Effective oral presentations in English in public education
- Effective listening and comprehension
- Deal tactfully with public and staff

E. CLERICAL/RECORDKEEPING

- Read
- Write
- Accountability for funds
- Knowledge of Departmental fee schedules and park unit information
- Completion of appropriate Departmental forms
- Adherence to schedule requirements

I have read and understand this Duty Statement:

Stewards Volunteer Date

Stewards Supervisor Date