

Northern Buttes District
Volunteer Duty Statement

CAMPGROUND HOST
McArthur-Burney Falls Memorial State Park

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 California State Parks Mission and provide assistance to the staff and operation of McArthur-Burney Falls Memorial State Park.

MAJOR DUTIES:

- Represents California State Parks 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.
- Staffs the visitor center as scheduled and provides interpretive information about the exhibits.
- 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: State Park Ranger

SUPERVISED BY: Supervising State Park Ranger, Cascade Sector

LOCATION: McArthur-Burney Falls Memorial State Park

TIME COMMITMENT: Minimum of 20 hours per week.

- SKILLS REQUIRED:**
- The ability to effectively communicate to members of the public and State Park staff.
 - Willingness and ability to follow the required guidelines established to perform duties.
 - The ability and willingness to follow proper radio 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 in the Volunteers in Parks Program Guidelines.

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
 - 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

- 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:

State Park Volunteer

Date

Supervising State Park Ranger

Date