The Idaho Department of Parks & Recreation fosters highly effective volunteer engagement throughout all programs. We strive to attract and involve multiple resources from the community in order to accomplish our mission of enhancing the quality of life for Idahoans.

Job Title: Interpretive Center Host

Job Summary:
Volunteer greets, sells tickets to the exhibited area, operates cash register, and provides customer service in the gift shop, counts and tallies daily visitation, and orients visitors to exhibits and theater. This volunteer welcomes all visitors to the Center and gives a brief orientation of the facility and answers questions about the park and local amenities. Although not necessary, knowledge of Oregon Trail history is helpful.

Work Schedule
Visitor Center Hosts work a minimum of 24 hours per week (including weekends and holidays) for a minimum of 30 days and a maximum of 180 days performing a variety of visitor service and light maintenance duties. The Park Volunteer Coordinator and the volunteer together determine the actual work schedule.

Benefits to volunteer:
- Free campsite equipped with water, electricity, and sewer hook-ups on the scenic Snake River!
- Will learn about the local historical significance and/or natural history of the park
- Will become familiar with the local community and the characteristics that make it noteworthy
- State vehicle provided for work-related driving needs
- Worker’s compensation, automobile liability insurance when using state vehicles, and tort claims insurance while on the job
- Complete orientation and job training
- Continual evaluation and feedback on job performance
- Uniform provided

Job Duties: (percentage of time at each task will vary with each park and time of year)

Visitor Center Desk

( %)  Greet the public and answer questions
      Provide park and local tourist information
      Answer phone, voice mail, and 2-way park radio
      Record daily visitation
      Open and close facility, including alarm system
      Open and close cash register, i.e. count money, record sales for the day
      Assist with the park’s lost and found system
      Assist scheduling/accommodating groups that reserve the Center’s multi-purpose room
      Other, specify:

Cleaning/Maintenance

( %)  Clean restrooms, including toilets, vanities, and floors
      Restock paper supplies
      Vacuum carpets in Visitor Center public areas and offices
      Remove litter from walkways and parking area
___ Sweep and blow patios, alcoves, decks, and walkways
___ Clean windows, ledges, sills and exhibit panels
___ Collect and empty trash and recyclables
___ Replace light bulbs
___ Stock bird feeders
___ Other, specify:

**Fee Collection:**

___ Sell and record sales of merchandise
___ Use cash register and credit card machine
___ Follow established IDPR cash handling procedures
___ Stock shelves from inventory
___ Maintain an inventory of merchandise and recommend items for reorder
___ Other, specify:

**Interpretation:**

___ Show videotapes and films in the Visitor Center
___ Conduct informal talks in the exhibit area
___ Assist with school group scheduling and programming
___ Lead formal tours related to the park’s natural and cultural history
___ Develop and present interpretive programs at the Visitor Center and/or in the campground
___ Other, specify:

**Landscaping:**

___ Weed shrub/flower beds
___ Trim vegetation
___ Apply mulch and other top dressings
___ May operate irrigation and sprinkler systems
___ Other, specify:

**Special Projects:**

___ Assist with special projects related to Visitor Center and park operations. These projects can be structured to the volunteer’s interests and talents.

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**To Apply:**

Obtain an application form by contacting:
Idaho Dept. of Parks & Recreation
ATTN: Volunteer Services Coordinator
P.O. Box 83720
Boise, ID 83720-0065
(208) 334-4180 x 242
khampton@idpr.state.id.us