



# Idaho Parks & Recreation Volunteer Program

## Oregon Trail History & Education Center Position Description

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:**  
(as needed, percentage varies by season)

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

**Special Projects:**  
(as needed)

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

**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](mailto:khampton@idpr.state.id.us)