



Idaho Parks & Recreation Volunteer Program

Idaho State Park Position Description

The Idaho Department of Parks & Recreation Volunteer Services Program fosters highly effective volunteer engagement throughout all state parks and programs. We strive to attract and involve multiple resources from local, statewide, and international communities in order to enhance the quality of life for Idahoans.

Job Title:

Visitor Services Host

Job Summary:

Volunteer meets and greets all visitors, collects fees, directs, counts and orients visitors to the park, and answers questions about the park and local amenities.

Work Schedule

Visitor Services 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 at one of the premiere camping parks in the system!
- 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)

Entrance Station

(%)

- Greet the public and answer questions
- Provide park and local tourist information
- Post information on the entrance station bulletin board
- Answer phone, voice mail, and 2-way park radio
- Record traffic counter information
- Open and close station, including alarm system if applicable
- Assist with the park's lost and found system following established procedures
- Assist with the park's group picnic reservation system
- Other, specify:

Cleaning/Maintenance

(%)

- Clean restrooms, including toilets, vanities, and floors
- Restock paper supplies
- 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 annual park passes
- Sell and record sales of other Idaho Dept. of Parks & Recreation (IDPR) 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
- May assist with fee collection at the park kiosk during special events and/or the off-season
- Other, specify:

Interpretation:

(%)

- Show videotapes and films in the Visitor Center
- Conduct informal tours of 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 services 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) 514-2493
khampton@idpr.state.id.us

or

Apply directly to:
 State Park
 ATTN: Volunteer Program Supervisor