



# Idaho Parks & Recreation Volunteer Program

The Volunteer Services Program supports the mission of the Idaho Department of Parks and Recreation which is to improve the quality of life in Idaho through outdoor recreation and resource stewardship. The Volunteer Services Program enriches the overall mission through recruitment, placement and utilization of quality, skilled volunteers, contributing to the improved quality of life in Idaho, serving both visitors and residents through increased outdoor recreation opportunities and resource stewardship.

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## Job Title: **Campground Host Volunteer**

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### **Job Summary:**

Campground hosts live and work in the campground and are often the first contact our visitors have with Idaho Dept. of Parks & Recreation. They perform a variety of tasks such as greeting visitors and handing out information, collecting fees, light maintenance duties, and informing park staff about potential problems.

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### **Work Schedule:**

To qualify as a host and receive a complementary campsite, hosts work a minimum of 20 hours per week (including weekends and holidays) for a minimum of 30 days. Hosts are considered to be “on-call” at all times of the day and night. Hosts must take time off during the weekdays, Monday through Thursday. All volunteers will have specific duties and scheduled times to work agreed upon by the volunteer supervisor and the volunteer.

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### **Benefits to Volunteer:**

- Free campsite equipped with water, electricity, and sewer hook-ups
  - Complimentary Park entrance permit to all Idaho State Parks
  - State vehicle provided for work-related driving needs if available
  - Worker’s compensation, automobile liability insurance when using state vehicles, and tort claims insurance while on the job
  - Complete orientation and job training
  - Uniform provided
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**Job Duties:** (This is a general list of tasks to be performed; amount of time spent at each task will vary with each park and time of year; not all tasks are performed at all parks)

### **Campground Host Site:**

- Greet Park visitors and be readily accessible to the public while on duty
- Answer questions and provide park and local tourist information
- Answer phone, voice mail, and 2-way park radio
- Lock and unlock buildings
- Perform complete campground checks twice a day
- Post campground reservation information and mark reserved sites
- May work at Visitor Center as needed
- Inform Park visitors of park rules and regulations and notify park staff if enforcement action is needed

### **Cleaning/Maintenance:**

- Check restrooms and showers for cleanliness
- Spot clean restrooms as necessary and inform staff if further attention is required
- Restock paper supplies
- Remove litter/debris and empty trash and recyclables from campground
- Clean campsites using rakes, shovels, blowers, wheelbarrows, and brooms
- Weed shrub/flower beds and trim vegetation
- Apply mulch and other top dressings
- Water campsites, trees and lawn areas with hoses and sprinklers as needed
- Replace light bulbs as needed

### **Fee Collection:**

- Follow established IDPR cash handling procedures
- Hand out self-pay registration envelopes as needed
- Collect money for the sale of firewood
- Register campers using computerized reservation system if applicable
- May assist with fee collection at the park entrance station during special events and/or the off-season

### **Interpretation:**

- Assist with the Jr. Naturalist program
- May assist park staff at campground evening programs, tours, or other interpretive activities

### **Emergency Operations: (as needed)**

- In the absence of park staff, take appropriate action during visitor or maintenance emergencies:
  - identify problems
  - obtain relevant information
  - notify appropriate authorities (park staff, police, ambulance, etc.)
- Share storm warning information with park visitors
- Perform life saving skills and/or first Aid to your level of certification

**Equipment Operation: (only if properly trained)** During the performance of duties listed above, may operate and help maintain a variety of park equipment:

- pick-up truck
- multi-passenger vans
- electric and gas powered golf cars

### **Special Projects: (as needed)**

- Assist with special projects related to campground operations
- These projects can be structured to the volunteer's interests and talents

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Apply online at the following link:

[Volunteering | Department of Parks and Recreation \(idaho.gov\)](#)

For further information contact the Volunteer Services Coordinator: [Trish.hendrickson@idpr.idaho.gov](mailto:Trish.hendrickson@idpr.idaho.gov)