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.

Job Title: **Office Assistant Volunteer**

Job Summary:
Assist office staff by using computer, filing, answering phones, general office maintenance and mailroom functions. Job requires some knowledge of general computer applications.

Work Schedule:
Total work hours per week will be determined by the volunteer and the volunteer supervisor together. To qualify as a host and receive a complimentary campsite, hosts work a minimum of 20 hours per week for a minimum of 30 days. Office assistant volunteers will work with their supervisor to determine specific job duties and scheduled times to work.

Benefits to Volunteer:

- Free campsite equipped with water, electricity and sewer hookups if available
- 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
- Complimentary park entrance permit to all Idaho State Parks

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)

Reception:

- Answer telephone according to appropriate etiquette
- Operate intercom and telephone systems
- Answer questions and provide park and local tourist information
- Lock and unlock buildings
- Greet visitors

Operate Office Equipment:

- Photocopier
- Restock paper supplies
- Computer—using word processing applications
- Computer—using spreadsheet applications
- Cash Register
- Intercom system
- Telephone
- Checking and returning voicemail

General Office Duties:

- Data Collection
  - Collating
  - Layout
  - Sign/poster making
  - Data Entry
  - Scheduling
  - Proofreading

Special Projects: (as needed)

- May assist with special projects related to administrative operations. These projects can be structured according to volunteer interest and skills.
- May assist park staff at campground evening programs, tours, or other interpretive activities.

To Apply:
Apply online at the following link:
Volunteering | Department of Parks and Recreation (idaho.gov)
For further information contact the Volunteer & Workforce Programs Specialist:
connie.bartich@idpr.idaho.gov