



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:

Visitor Services Host Volunteer

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:

To qualify as a host and receive a complimentary campsite, hosts work a minimum of 20 hours per week (including weekends and holidays) for a minimum of 30 days. The Park Volunteer Coordinator and the volunteer together determine the actual work schedule regardless of host status.

Benefits to Volunteer:

- Free campsite equipped with water, electricity, and sewer hook-ups 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 to all Idaho State Parks

Job Duties:**Entrance Station**

- Greet the public and answer questions
- Provide park and local tourist information
- Post information on the entrance station bulletin board
- Answer phone, voicemail, and two-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

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

Landscaping:

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

Special Projects:

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:

Apply online at the following link: [Volunteering | Department of Parks and Recreation \(idaho.gov\)](https://www.idaho.gov/volunteering)

For more information contact the Volunteer Services Coordinator: Trish.hendrickson@idpr.idaho.gov