



RIVERSIDE COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Established Date: January 9, 2013
Revision Date: November 22, 2017

VOLUNTEER SERVICES PROGRAM

Volunteer Position Description

Volunteer Name (PRINT): _____

CAMP HOST VOLUNTEER

PURPOSE

To support the Riverside County Regional Park and Open Space District (RivCoParks) mission, vision, strategic plans, and provide assistance to staff (employees and volunteers) and operation of local parks and recreation facilities.

POSITION CONCEPT

The primary role of a camp host is to provide park visitors with information, assistance and services. This is accomplished by encouraging compliance with park rules and regulations, acting as a contact in the event that emergencies occur when a ranger is off duty, and, when trained and authorized, collecting fees from a kiosk. Depending on the location, additional camp host roles may include staffing a nature center or camp store, interpreting resources, maintaining facilities and/or landscaping, removing litter, making simple repairs, and performing light housekeeping and janitorial duties or other work as assigned to support park operations.

Camp Host volunteers fulfill a minimum of 20 work hours per week in exchange for a rent-free campsite, which includes electrical (nominal monthly fee), water, and sewer hookups. The host provides a suitable motorhome or travel trailer in good repair, subject to approval by the site supervisor.

EXAMPLES OF ESSENTIAL DUTIES

Depending on the area of assignment, duties may include, but are not limited to, the following:

- Represent RivCoParks in a positive manner at all times.
- Greet park visitors and determine appropriate fees based on usage of park services; collect fees, issue receipts and permits, assign visitors to various camping areas, and record all registration information.
- Answer inquiries and provide information on park services, rules, and regulations in person and over the phone; observe established procedures to ensure the safety and security of visitors, including refusing entry to persons not conforming to regulations.
- Communicate potential or actual problems to park rangers. Camp Hosts do not enforce any park rules or regulations; however, they do educate customers about park rules and regulations.
- Participate in custodial duties and the maintenance and cleanup of park structures and grounds; work with park maintenance personnel on minor construction, maintenance, repair, and improvement of park structures, facilities, and grounds.
- Assist in the District recycling program by collecting and organizing recyclables at the park and educating customers of the environmental benefits of recycling.
- Assist with the campground reservation system and bookkeeping (RivCoParks will train on reservation system)

RECRUITING GUIDELINES

- Knowledge of simple record keeping procedures and basic arithmetic.
- Ability to use electronic devices including computer, multi-line phone, printer, fax machine, and cash register.
- Ability to read, understand, and apply regulations pertaining to the use and operation of County parks; keep accurate records according to prescribed procedures; explain regulations, policies, and procedures in a tactful and courteous manner; work with little supervision.
- Ability to communicate effectively in English; bilingual abilities valued.

OTHER REQUIREMENTS

- Must be over the age of 18 and physically able to carry out the assigned duties.
- Must own a suitable recreational vehicle or park trailer, described as a motor home or travel trailer in good repair, subject to approval of site supervisor or their designee. (Refer to California Health and Safety Code, Section 18000 – 18014.5 for legal definitions of such vehicles or trailers.)

PRE-VOLUNTEERING

Camp Host Volunteers must complete an “Occupancy Agreement for Camp Host Volunteer Services” with RivCoParks prior to their assignment start date.

All volunteer assignments are contingent upon successful completion of a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from volunteering for the County.)

RIVCOPARKS RESPONSIBILITY

- Prepare and train volunteers through orientation, tour, and on-the-job training
- Organize and schedule volunteers in an efficient and timely manner
- Provide the tools necessary for volunteers to complete volunteer assignments
- Evaluate staff (employees and volunteers) performance
- Recognize and reward volunteers as valued members of the staff team

VOLUNTEER'S RESPONSIBILITY

- Work a minimum of 20 hours per week per site. If two or more volunteers occupy a single site, this may be shared between them.
- Work schedule set by Park Ranger Supervisor or designee that could include weekdays, weekends, and holidays in the campground in exchange for a campsite, water, sewer, and electrical hookup
- Provide their own suitable recreational vehicle or park trailer, described as a motorhome or travel trailer in good repair, subject to approval of site supervisor
- Provide excellent customer service to staff and park visitors
- Return loaned supplies and tools
- Provide own transportation, operate County owned vehicle or equipment during work hours.

BENEFITS

- Recognition for volunteerism
- Make a difference in the community
- Free camping opportunities
- Access to park locations
- Volunteer shirt
- Excess medical and auto insurance
- Gain knowledge and learn new skills
- Meet new people and gain new experiences

SUPPLEMENTAL INFORMATION

To express interest in this position, go to www.rivcoparks.org, complete and submit the Volunteer Application and a member of the Volunteer Services team will contact you about a personal interview.

Volunteer Signature

Date

Volunteer Name Printed