Stewards of the Coast and Redwoods
Volunteer Duty Statement

CAMPGROUND HOST
Austin Creek State Recreation Area

ESSENTIAL JOB FUNCTIONS STATEMENT
Volunteer positions interpret park features to the public; assist with aspects of
campground operation and maintenance work. The essential job functions of these
positions include: visitor services, maintenance services, effective communication and
clerical/recordkeeping work.

JOB TITLE: Campground Host

PURPOSE: To support the missions of Stewards of the Coast and Redwoods
and California State Parks and provide assistance to the staff and
operation of Austin Creek SRA

MAJOR DUTIES:
• Represents the park in a positive manner at all times.
• Provides campground checks on a scheduled basis under the direction of Park
Staff.
• Assists permanent maintenance staff with projects as directed.
• In a friendly, professional manner, provides general information and assistance to
park visitors, including directions, park use fees, and rules and regulations.

REQUIREMENTS:
• Successfully completes the required training and orientation for park operations.
• Wears the required State Park Volunteer uniform.
• Attends all regularly scheduled Volunteer meetings.

REPORTS TO: Stewards Field Operations Manager

SUPERVISED BY: Stewards Field Operations Manager

LOCATION: Austin Creek SRA – Bullfrog Pond Campground

TIME COMMITMENT: Minimum of 4 hours per week

SKILLS REQUIRED:
• The ability to effectively communicate to members of the public and Stewards
staff.
• Willingness and ability to follow the required guidelines established to perform
duties.
• The ability and willingness to follow proper communication protocol.
CAMP HOST SITE REQUIREMENTS:
- Maintain a neat and orderly campsite.
- Personal belongings will be stored out of public sight.
- The Host Site landscaping shall not be altered, fencing shall not be erected, and non-camping equipment is not allowed at the site.

GENERAL INFORMATION: Before a volunteer position is offered, required forms are subject to review and approval, as outlined by Stewards.

ESSENTIAL FUNCTIONS COMPONENTS
The following components of the Essential Functions must be performed at a level which demonstrates ability to successfully perform routine unskilled public contact work, area and facilities maintenance, resource protection, effective communication, and clerical work.

A. VISITOR SERVICES
   1) Campground Operations
      - Sit for prolonged periods of time
      - Stand for prolonged periods of time
      - Effective communication
      - Knowledge of Basic Math
   2) Camp Checks
      - Ability to make public contact/camp checks
      - Effective communication

B. MAINTENANCE SERVICES
   1) Housekeeping/Janitorial/Custodial as needed
      - Bend
      - Lift
      - Grip
      - Squat
      - Push/Pull
      - Carry
      - Walk
      - Comprehend
      - Dexterity
      - Stoop
      - Drag
   2) Trash Pick-Up
      - Bend
      - Lift
      - Grip
      - Squat
      - Carry
      - Push/Pull

C. RESOURCE PROTECTION
   1) Trail Clearing and Trail Maintenance as needed
      - Rake
      - Walk
      - Push/Pull
      - Grip
      - Bend
      - Hike on uneven ground
      - Stoop
      - Climb
      - Carry
      - Lift
D. COMMUNICATE EFFECTIVELY
The following components of this Essential Function must be performed at a level sufficient to be understood by internal and external customers.
  • Document activities in public education & contact, day to day activities
  • Effective oral presentations in English in public education
  • Effective listening and comprehension
  • Deal tactfully with public and staff

E. CLERICAL/RECORDKEEPING
  • Read
  • Write
  • Accountability for funds
  • Knowledge of Departmental fee schedules and park unit information
  • Completion of appropriate Departmental forms
  • Adherence to schedule requirements

I have read and understand this Duty Statement:

______________________________________________________________________
Stewards Volunteer        Date

______________________________________________________________________
Stewards Supervisor        Date