Santa Clara County Parks & Recreation

Volunteer Position Description

Position: Camp/Site Host Volunteer

Reports to: Senior Park Ranger and Senior Park Maintenance Technician at assigned park(s)

Overview: Camp and Site Host volunteers provide services in partnership with park staff, and provide a readily available, hospitable presence in campgrounds and parks that enhance the safe, educational, and enjoyable experience of park visitors. Hosts receive a camp or host site in exchange for volunteer service. Service requirements are based on the needs of the park and can vary from 20-hours per person to 20-hours per occupant. Camp and Site Hosts are trained at the park level and report directly to the Senior Park Maintenance Technician and Senior Park Ranger or their designee.

Typical Tasks:

- Provide information and assistance to park visitors.
- Assist in the operation, maintenance, and upkeep of the assigned park facility or area, which may include opening/closing gates, cleaning park restrooms and other park features and facilities, restocking maps, brochures, and flyers on trailhead signboards, removing litter or graffiti, or assisting with visitor education programs and facilities as requested or required.
- Post campsite reservations, conduct campground checks, and sell firewood to visitors, as directed by park staff.
- Provide after-hours presence in the assigned park and activate emergency services as required.

Requirements:

- Must be 18 years of age or older and apply as a Camp Host volunteer.
- Must submit and successfully pass a Live Scan fingerprinting background check – paid for by the Parks Department.
- Must complete an Outside Employment/Incompatible Activities form initially and annually thereafter.
- Must complete a one hour online Sexual Harassment Prevention training course – initially and every two years thereafter.
- Must complete Volunteer Orientation, Trail Watch Academy, County Driver, Radio, and park-specific training as required for the assigned location.
- Must obtain and maintain First Aid/CPR certification initially and every two years thereafter – offered by the Parks Department at no cost to the volunteer.
- Must adhere to all County and Parks Department Policies and Procedures as provided in training or directed by staff.
- Must wear Department-issued designated uniform and nametag while volunteering.
- Must volunteer a minimum of 20 hours per week.
- Must be available 5 days a week, including most weekends and holidays, to assist with designated volunteer duties.
- Must be comfortable communicating with park staff and the public.
- Must be friendly and willing to assist visitors and volunteers in the park.



Benefits

- Earn volunteer service awards and invitations to volunteer recognition events.
- Learn about parks and meet and work with new people.
- Share knowledge, skills, and passion with others.
- Receive invitations to attend ongoing enrichment activities and mixer events.