****

**Beaumont-Cherry Valley Recreation & Park District
Noble Creek Regional Park
Volunteer/Camp Host Duties
Updated 04/17/2024**

**POSITION DESCRIPTION:**

This position reports directly to and works under the general direction of the General Manager but may report to the Assistant Maintenance Superintendent or to a designated lead person. The reporting location for this position is Noble Creek Regional Park, 650 W. Oak Valley Parkway, Beaumont, CA 92223 (Camp Host site). This position is required to work on Saturdays, Sundays and holidays, and work at odd or irregular hours which may include evening hours up till 10 PM. This position is subject to after-hours requests by the public.

**ESSENTIAL FUNCTIONS:**

• Provide accurate and concise information about park rules, park activities, directions to destinations, etc.

• Receive and forward reported complaints, safety issues, violations, emergencies, etc. to the appropriate person.

• Observe and report illegal, unsafe, and unusual activities in the campground.

• Answer questions, give directions, and explain park rules and regulations to visitors.

• Offer assistance to campers when it is within the scope of your duty statement, training and experience.

• Maintain a professional, clean, safe and welcoming campsite. Set an example for campers to follow.

• Performs daily campground checks of assigned campground.

• Contacts campers to verify correct payment of fees, provide explanations of park rules, camping ethics, answer questions and provide information about upcoming interpretive activities and current conditions in the park.

• Report violations of park rules to the General Manager or Maintenance Supervisor.

• Walks while picking up litter.

• Sweeps or rakes walkways, trails, steps, and campsites.

• Uses hand tools.

• Maintains professional, cooperative relationships with the public, co-workers, etc.

• Reports and/or immediately corrects any problem posing a hazard to customers or employees.

**PERFORMANCE EXPECTATIONS:**

• Demonstrate professional workplace behavior at all times.

• Demonstrate the willingness and ability to consistently deal tactfully and effectively with people.

• Ability to work independently without close supervision.

• Display mature judgment, loyalty, poise, tact and discretion.

• Establish and maintain cooperative working relationships.

• Work as a team when necessary to complete the duties of the job in a cohesive and professional manner.

• Demonstrate reliable, punctual, and dependable attendance.

• Willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours

**WORKING ENVIRONMENT, PHYSICAL OR COGNITIVE ABILITIES:**

• Work outdoors in various types of weather: work in unpleasant and rapidly changing weather conditions.

• Work in outdoor campground environment, subject to wildlife interactions (e.g. snakes, bugs, bears).

• Read, write and speak English in a clear and concise manner.

• Make sound decisions given available information and situational parameters.

• Follow directions and BCVRPD policies and procedures.

**KNOWLEDGE & ABILITIES:**

• Proper use of tools.

• Proper lifting methods.

• Department policies regarding discrimination, incompatible activities, harassment, workplace violence etc.

• Department rules and regulations.

• Accept, implement and benefit from BCVRPD provided training.

• Follow simple directions.

• Follow BCVRPD policies and procedures.

• Maintain cooperative relations with the general public and co-workers.

• Use tools, supplies, and equipment appropriate for the job.

• Communicate effectively verbally and in writing.

• Read and write at a level required for successful job performance.

• Perform manual labor appropriate to Duty Statement.

**SPECIAL PERSONAL CHARACTERISTICS:**

Willingness to:

• Perform varied manual tasks.

• Work Saturdays, Sundays, and holidays, odd or irregular hours.

• Work under adverse weather conditions.

• Follow Department policy and procedures.