

## Saylorville Lake Volunteer Positions – 2013

### Cleaning Hosts

The primary duty of the Cleaning Host is to maintain cleanliness at picnic, campground, and boat ramp areas as outlined below. Park facilities being cleaned by volunteers are traditionally lightly used. Cleaning days assigned in more popular recreation areas are days with the lowest usage. Facilities should meet the standard of clean daily.

Volunteers will average 21 hours of service per week. The host must provide their own reliable, licensed vehicle, fuel, and insurance to transport materials including trash.

Volunteers must maintain a valid driver's license. The estimated miles/week varies with each position so please check the descriptions carefully. Maps of each area can be found at <http://www.mvr.usace.army.mil/Missions/Recreation/SaylorvilleLake.aspx>. *If the host wishes to receive camping in return for volunteer services they will be provided a site with water, electric and sewer hook-ups.*

Specific positions include:

### ***Roving Cleaning Host (North)***

***Season: Mid-April – Mid-October***

***Days Off: Sunday and Monday***

***Campsite: water, electric, and sewer in Sandpiper Recreation Area***

***Mileage/Week: approximately 45 miles***

***Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.***

1. Sandpiper Picnic Area on Wednesday and Thursday:
  - a. Open gates to shelter area at 6:00am
  - b. Clean Sandpiper Super Shelter, post shelter reservations, clean and service 1 restroom building, service trash receptacles
  - c. Pick up any litter within the gated area
2. Sandpiper Roadways, Beach and Boat Ramp Tuesday through Saturday
  - a. Pick up litter and debris from the Sandpiper Recreation Area, including the entrance road, boat ramp, beach, and parking lots. Work orders shall be submitted as needed.
  - b. Clean 2 vault toilets and 1 changing station at the beach/boat ramp area.
  - c. Clean roadside signage throughout the recreation area.
3. Cherry Glen Boat Ramp on Friday and Saturday.
  - a. Cherry Glen Boat Ramp
    - i. Unlock restroom at 6:00am
    - ii. Service 1 restroom building and trash receptacles
    - iii. Cleaning the portable toilets is the responsibility of others and not a part of the volunteer position.

- iv. Pick up any litter and debris along roadway beyond fee booth and in parking lot areas. Work orders shall be submitted as needed.
- 4. Oak Grove Recreation Area on Tuesday and Wednesday
  - a. Oak Grove Picnic Area—
    - i. Unlock gates and restrooms at 6:00am
    - ii. Service 1 restroom building, clean 2 shelters, post shelter reservations and service trash receptacles.
    - iii. Pick up litter and debris from picnic area and roadways. Work orders shall be submitted as needed.
  - b. Oak Grove Beach—
    - i. Pick up litter and debris from the Oak Grove Recreation Area to include the entrance road, beach, and parking lots. Work orders shall be submitted as needed.
    - ii. Cleaning the portable toilets at the beach areas are the responsibility of others and not a part of the volunteer position.

## **Roving Cleaning Host (South)**

**Season: Mid-April – Mid-October**

**Days Off: Monday and Tuesday**

**Campsite: water, electric, and sewer in Bob Shetler Campground (Note: 30 amp electric)**

**Mileage/Week: approximately 36 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Lakeview Boat Ramp on Friday and Saturday
  - a. Lakeview Boat Ramp (main)
    - i. Unlock restroom at 6:00am
    - ii. Service shelter with restrooms and trash receptacles.
    - iii. Pick up litter and debris from roadway and boat ramp area, and service the trash receptacles. Work orders shall be submitted as needed.
  - b. Dam Roadway, Control Tower Road, Horseshoe Drive and Lakeview High Water Boat Ramp Wednesday through Sunday
    - i. Pick up litter and debris along roadway
    - ii. Service trash receptacles
2. Restroom and picnic shelter cleanings should be completed before 10am.
3. Visitor Center Cleaning Saturday Evening after 6:00pm or before 10:00am Sunday Morning.
  - a. Clean interior of Visitor Center (including sweeping, vacuuming, moping, dusting, and restrooms)
  - b. Picnic Area litter pick up
4. Visitor Center Exterior & Grounds Cleaning Once a Week Wednesday through Friday
  - a. Clean outside deck and remove cob webs.
  - b. Wash windows 1 time per month or as needed
  - c. Pick up litter and debris around Visitor Center, Overlook and surrounding grounds
  - d. Clean out grills 1 time per month. Work orders shall be submitted as needed.
5. Hosts may perform other duties as available and scheduled.

## **Oak Grove Cleaning Host**

**Season: Mid-May – Mid-September**

**Days Off: Tuesday and Wednesday**

**Campsite: water, electric, and sewer in Oak Grove Recreation Area**

**Mileage/Week: approximately 90 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Oak Grove Recreation Area on Thursday, Friday, Saturday, Sunday, Monday
  - a. Oak Grove Picnic Area—
    - i. Unlock gates and restrooms at 6:00am
    - ii. Service 1 restroom building, clean 2 shelters, post shelter reservations and service trash receptacles.
    - iii. Pick up litter and debris from picnic area and roadways. Work orders shall be submitted as needed.
    - iv. Clean Grills on Thursdays
  - b. Oak Grove Beach—
    - i. Pick up litter and debris from the Oak Grove Recreation Area to include the entrance road, beach, and parking lots. Work orders shall be submitted as needed.
    - ii. Cleaning the portable toilets at the beach areas are the responsibility of others and not a part of the volunteer position.
2. Recycling
  - a. Host will collect recyclable materials from collection sites (4 campgrounds, administration building/lunchroom) and transport to main bin at administration building on Monday and Friday each week.
  - b. The volunteer is responsible for keeping the collection bins cleaned to minimize insects and odor. *Note: Cans and bottles with deposits are not exclusive property of the volunteer and may be collected by other members of the public.*
3. Sandpiper Roadways, Beach and Boat Ramp Sunday and Monday
  - a. Pick up litter and debris from the Sandpiper Recreation Area, including the entrance road, boat ramp, beach, and parking lots. Work orders shall be submitted as needed.
  - b. Clean 2 vault toilets and 1 changing station at the beach/boat ramp area
  - c. Clean roadside signage throughout the recreation area.
4. Restroom and changing station cleanings should be completed before 10am.
5. Hosts may perform other duties as available and scheduled.

## **Cherry Glen Cleaning Host**

**Season: Mid-April – Mid-October**

**Days Off: Friday and Saturday**

**Campsite: water, electric, and sewer in Oak Grove Recreation Area**

**Mileage/Week: approximately 35 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Cherry Glen Boat Ramp on, Sunday, Monday, Tuesday, Wednesday, Thursday
  - a. Cherry Glen Boat Ramp—
    - i. Unlock restroom at 6:00am
    - ii. Service 1 restroom building in upper parking lot, pick up litter and debris from boat ramp area, along roadway beyond fee booth and in parking lots and service the trash receptacles. Work orders shall be submitted as needed.
    - iii. Cleaning the portable toilets at the boat ramp areas are the responsibility of others and not a part of the volunteer position.
2. Cherry Glen Picnic Area on Wednesday and Thursday
  - a. Cherry Glen Picnic Area—
    - i. Open gates and restrooms at 6am
    - ii. Service 4 restroom buildings, service trash receptacles, clean 6 shelters, post shelter reservations, pick up litter
3. Dam Roadway, Control Tower Road, Horseshoe Drive and Lake View High Water Ramp on Monday, Tuesday,
  - a. Pick up litter and debris along roadway
  - b. Service trash receptacles
4. Restroom and picnic shelter cleanings must be completed before 10am.
5. Hosts may perform other duties as available and scheduled.

## **West Lake Cleaning Host**

**Season: Mid-April – Mid-October**

**Days Off: Friday and Saturday**

**Campsite: water, electric, and sewer in Acorn Valley Campground**

**Mileage/Week: approximately 45 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Wednesday and Thursday
  - a. Walnut Ridge Picnic Area
    - i. Open gates and restrooms at 6am
    - ii. Service 2 restroom buildings, service trash receptacles, clean 3 shelters, pick up litter and post shelter reservations. Work orders shall be submitted as needed.
  - b. Acorn Valley Campground– from May 26 – September 6.
    - i. Service up to 3 restrooms, service trash receptacles,
    - ii. Clean vacated campsites and pick up litter
2. Sunday, Monday, Tuesday, Wednesday and Thursday
  - a. Lakeview Main Boat Ramp
    - i. Unlock restroom at 6:00am
    - ii. Service shelter with restrooms and trash receptacles.
    - iii. Pick up litter and debris from roadway and boat ramp area, and service the trash receptacles. Work orders shall be submitted as needed.
  - b. Corydon Drive
    - i. Pick up litter and debris along roadway
    - ii. Service trash receptacles
3. Restroom and picnic shelter cleanings should be completed before 10am.
4. Hosts may perform other duties as available and scheduled.

## **Evening Roving Host**

**Season: Mid-April – Mid-October**

**Days Off: Saturday and Sunday**

**Campsite: water, electric, and sewer in Sandpiper Recreation Area**

**Mileage/Week: approximately 120 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Host will close and lock up comfort station buildings and gates. Recreation area closing times vary between 8 pm and 10 pm depending on the time of the season.
  - a. Close Sandpiper Beach Gates on Monday through Friday
  - b. Close Sandpiper Picnic area comfort station and gates Wednesday and Thursday.
  - c. Close Oak Grove Picnic area comfort station and gates Monday through Friday.
  - d. Close Oak Grove Beach gates Monday through Friday.
  - e. Close Cherry Glen Boat Ramp comfort station Monday through Friday.
  - f. Close Cherry Glen Picnic area comfort stations and gates Wednesday and Thursday.
  - g. Close Bob Shetler Picnic comfort station and gates Tuesday and Wednesday.
  - h. Close Lake View Boat Ramp comfort station Monday through Friday.
  - i. Close Walnut Ridge Picnic area comfort stations and gates Wednesday and Thursday.
2. Host will record weekly traffic counter data.
  - a. On Monday record data from 20 traffic counters located around the project and provide to the Saylorville Lake Administration Office.
  - b. Inspect traffic counter to ensure proper operation and record any problems on the collection form. Work orders shall be submitted as needed.
3. Host will inspect Life Jacket Loaner Stations
  - a. On Monday inspect, document and restock 5 life jacket loaner stations located at Oak Grove and Sandpiper beaches along with Saylorville Lake Marina.
4. Hosts will make deliveries once a week
  - a. Supplies and reservation sheets will be picked up at the administration building and delivered to recreation areas and fee booths on Thursday evenings.
5. Hosts may perform other duties as available and scheduled.

## **Day Use Entrance Station Host**

The primary duty of the Day Use Entrance Station Host is to staff the entrance station at boat ramps and beach areas collecting fees using a cash register. Day Use Entrance Station hosts are required to provide an average of 21 hours per week and may serve the entire recreation season May through September. All volunteers must be eligible to be bonded; ineligibility will remove you from the list of candidates for this position. Reasons for ineligibility may include recent bankruptcy or bad credit history. The Corps of Engineers will bond all Day Use Entrance Station Hosts with a \$5,000 fidelity bond to protect the government from loss of funds. Day Use Entrance Station hosts who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups in the Sandpiper Volunteer Campground.

### **Specific duties include:**

- a. Hosts will work 3 to 4 days per week rotating between *Oak Grove Beach, Lakeview Boat Ramp, Cherry Glen Boat Ramp, and Sandpiper Beach/Boat Ramp*. A schedule will be provided at the beginning of the season and adjusted as demands require.
- b. Shifts are 2 – 6pm on weekdays and 9 am – 5 pm on Saturday, Sundays, and holidays.
- c. At the beginning of a shift, hosts shall tour area parking lots placing notices on vehicles that have failed to purchase or properly display proof of purchase of day use fee. A record of violations should be maintained by recording information from the vehicle notice on to the log sheet provided.
- d. Hosts will collect fees using a cash register in the fee booth. Two-days of training and a training manual will be provided prior to service.
- e. Hosts will be required to balance funds and receipts following each shift.
- f. The volunteer will be required to provide and maintain a minimum \$50.00 change fund to be used while collecting fees at the entrance stations.
- g. Hosts may perform other duties as available and scheduled.

### **Available Positions:**

**Day Use Entrance Station** – 2 positions available workdays are Friday, Saturday, Sunday and holidays.

## **Full-time Campground Host**

The primary duty of the Full-time Campground Host is to staff the campground entrance station when the contracted park attendant is off duty (10am – 2pm). The host shall provide an average of 21 hours of volunteer service per week and may serve for the entire recreation season May through September (Cherry Glen host will begin mid-April) (Prairie Flower Host will stay through mid October). The (A) hosts will also staff the Visitor Center as scheduled and the (B) hosts will work in a Day Use Fee Booth, conduct walking tours of the parks, and post weekly interpretive flyers in the park. Additional volunteer activities may be necessary to meet hour requirements, but can be arranged through the volunteer coordinator (*see Additional Volunteer Opportunities*). Volunteers selected for this position are assigned a campsite in the respective campground with water, electric, and sewer hookups.

### **Specific duties include:**

- a. Staff the campground entrance station from 10 am – 2 pm during position description assigned days and other days as agreed to or scheduled with the Volunteer Coordinator.
- b. Inform incoming campers of registration policies and explain how to reserve a campsite through Recreation.gov.
- c. Assist campers with locating their reserved campsite and assist walk-in campers in selecting a non-reserved site. Assist campers in filling out registration cards.
- d. Maintain a list of campers who arrive during your tour of duty and provide it to the park attendant when they return to duty.
- e. Using a computer printout provided by the campground park attendant conduct evening walking tours of the campground; focus on greeting and providing information to new arrivals.
- f. Assist the Corps in promoting scheduled programs by conducting walking tours and posting interpretive program flyers weekly on comfort stations throughout the campground. Interpretive flyers will be posted every Friday morning.
- g. Hosts will be assigned bulletin boards to update during the duration of the year. The bulletin board supplies and detailed instructions will be kept in the fee booth for replacement ease. The bulletin boards will need to be updated every 4 weeks with upcoming events.
- h. Staff the Visitor Center for 4 hours per week. See Visitor Center Host description for more information.
- i. Assist with other duties as available and scheduled.

### Available Positions:

1. **Bob Shetler A Campground/Visitor Center Host:** Staff the campground entrance station on Tuesday, Wednesday, Friday and Saturday from 10 am – 2 pm, and staff the Visitor Center on Thursdays, 10 am – 2 pm. Days off are Sunday, Monday.
2. **Cherry Glen A Campground/Visitor Center Host:** Staff the campground entrance station on Tuesday, Thursday, Friday and Saturday from 10 am – 2 pm, and staff the Visitor Center on Wednesday, 10 am – 2 pm. Days off are Sunday, Monday.
3. **Prairie Flower A Campground/Visitor Center Host:** Staff the campground entrance station on Tuesday, Thursday, Friday and Saturday from 10 am – 2 pm, and staff the Visitor Center on Wednesday, 2 pm – 6 pm. Days off are Sunday, Monday.
4. **Acorn Valley A Campground/Visitor Center Host:** Staff the campground entrance station on Tuesday, Wednesday, Friday and Saturday from 10 am – 2 pm, and staff the Visitor Center on Thursdays, 2 pm – 6 pm. Days off are Sunday, Monday.
5. **Bob Shetler B Campground/Day Use Host:** Staff the campground entrance station on Sunday, Monday, Thursday from 10 am – 2 pm, and staff a Day Use Entrance Station Saturday 9 am – 5pm (see Day Use Entrance Station Host description). Days off are Tuesday, Wednesday and Friday.
6. **Cherry Glen B Campground/Day Use Host:** Staff the campground entrance station on Sunday, Monday, Wednesday from 10 am – 2 pm, and staff a Day Use Entrance Station Saturday 9 am – 5pm (see Day Use Entrance Station Host description). Days off are Tuesday, Thursday and Friday.
7. **Prairie Flower B Campground/Day Use Host:** Staff the campground entrance station on Sunday, Monday, Wednesday from 10 am – 2 pm, and staff a Day Use Entrance Station Saturday 9 am – 5pm (see Day Use Entrance Station Host description). Days off are Tuesday, Thursday and Friday.
8. **Acorn Valley B Campground/Day Use Host:** Staff the campground entrance station on Sunday, Monday, Thursday from 10 am – 2 pm, and staff a Day Use Entrance Station Saturday 9 am – 5pm (see Day Use Entrance Station Host description). Days off are Tuesday, Wednesday and Friday. **(NOTE: This position will be provided a campsite in Sandpiper Volunteer Village)**

## **Interpretive Program Host**

The primary duty of the Interpretive Program Host is to assist Interpretive Service and Outreach Program personnel with providing educational opportunities for school-aged children and special events for the public. Work days will vary by week and program schedule. Generally, volunteers will work 3-5 days per week and average 21 hours of service per week. Host will be involved in scheduling, developing, and giving programs. Additionally, the host should be computer literate and able to assist with written publications. Fulltime hosts who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups in the Sandpiper Recreation Area. Part-time hosts will be provided a site with electric only.

### **Specific duties include:**

- a. Schedule interpretive programs with teachers, childcare providers, scout leaders, etc. via phone.
- b. Present interpretive programs on topics including but not limited to Saylorville Lake, water safety, geology, mammals, and nature hikes. Training and sample outlines will be provided.
- c. Create flyers, news releases, and internal Weekly Update to advertise for upcoming events and programs.
- d. Staff the Visitor Center on Tuesday afternoons (typically 1-4pm or 2-6pm)
- e. Track Visitor Center Gift Shop inventory in excel database by entering the weekly inventory sheets provided by Visitor Center Volunteers. Restock shelves and compile orders as needed.
- f. Assist with planning and preparations for public events. Assist with setup and implementation on event day, typically 1-2 Saturdays or Sundays per month.

### **Available Positions:**

**1 Full-time Interpretive Program Host.** Mid-April – mid-September. Full-hookup campsite provided in Sandpiper Campground.

**1 Part-time Interpretive Program Host Position.** Late April – July. Part-time position will spend the majority of time giving programs. Campsite with electric hookup provided.

**1 Part-time Interpretive Program Host Position.** August – October. Part-time position will spend the majority of time giving programs. Campsite with electric hookup provided.

## Natural Resource Volunteer

The primary duty of a Natural Resource Volunteer is to help improve overall park aesthetics by performing/assisting in day to day and seasonal management activities, while promoting native landscape species. Volunteers must be willing to work in *all weather conditions* and have an underlying knowledge of landscape/park maintenance. Knowledge of pruning methods, tree care and use of chemicals is preferred, but training is available. Hosts shall provide an average of 21 hours of volunteer service per week and may serve the entire recreation season April – October. The hosts will work on established weekdays between the hours of 7 am and 4 pm. The volunteer may be required to lift up to 40 lbs. and operate tools such as a spin-line trimmer, ATV, chainsaw, pruners, pole saw, backpack sprayer, or other tools. All tools will be provided by the government and volunteers may operate a government vehicle while performing official duties. Volunteers must have a valid driver's license and are responsible for ensuring that their personal insurance will cover any/all expenses acquired in the event of an accident in a government vehicle. Volunteers selected for this position who wish to receive camping in return for volunteer service will be provided an assigned campsite with water, electric and sewer normally located in Sandpiper Volunteer Campground.

### Daily duties may include but are not limited to:

- a. Duties will be performed weekdays between 7:30 am and 4 pm – days and hours will vary based on USACE schedules and need for work
- b. Removing invasive and unwanted species
- c. Brush clearing of recreation and prairie restoration areas
- d. Pruning of trees and shrubs on project lands
- e. Seeding native prairie by hand and with a seed drill
- f. Pesticide/herbicide application (with proper training)
- g. Watering prairie seedlings and tree plantings
- h. Mulching
- i. Planting of trees and native grasses
- j. General landscape upkeep (weeding, raking, etc.)
- k. Applying black dirt fill and leveling depressions and settling trenches
- l. Maintain, clean and sharpen hand tools
- m. Equipment use and cleaning including tractors, ATV's, and riding mowers.
- n. Driving government vehicles
- o. Towing trailers and other equipment
- p. Other tasks as assigned by OD-S Staff

### 3 Available Positions:

**Natural Resource/Habitat Enhancement Host** – 3 fulltime positions are available. Full-hookup campsites with 50 amp electric normally at Sandpiper Volunteer Campground.

**Position 1.**

In addition to the above mentioned daily duties this volunteer position will be responsible for the maintenance of a 13 mile multi-use recreational trail. Weekly maintenance duties will include mowing, trimming, blowing, minor sign maintenance, keeping drainage culverts clear, weekly inspections, trash collection and pruning of low hanging branches.

**Position 2.**

In addition to the above mentioned daily duties this volunteer position will be responsible for the maintenance of highly visible landscaped areas around the lake.

The primary locations to maintain:

- Visitor Center
- Butterfly Garden
- Sandpiper Super Shelter
- Saylorville Lake Administration Building

Weekly maintenance duties will include leaf blowing, weeding beds, watering, mulching, pruning, trash collection, and grounds maintenance of the area.

**Position 3.**

In addition to the above mentioned daily duties this volunteer position will be responsible for the maintenance of established campgrounds and recreation areas. Weekly maintenance will include watering of trees and turf grass, trimming landscape trees, picking up branches, leaf blowing, cleaning leaf/debris from Visitor Center parking lot drain grates, shrub trimming, turf fertilizing, filling out work orders for maintenance staff, weekly recreation area inspections.

## Visitor Center Host

The primary duty of a Full-time Visitor Center Host is operation of the Saylorville Lake Visitor Center. There are two Full-time Visitor Center Host positions (see schedule below for work days). Hosts are required to provide an average of 21 hours of service per week and may serve the entire recreation season May through September. Additional volunteer activities may be necessary to meet hour requirements, but can be arranged through the volunteer coordinator (*see Additional Volunteer Opportunities*). Visitor Center hours during this period are 10 am – 6 pm daily. Volunteers are encouraged to begin service early or continue later in the season during shortened hours in April and October. Full-time Visitor Center Hosts who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups in the Sandpiper Volunteer Campground.

### Specific duties include:

- a. Answer questions and assist customers both in person, at the Visitor Center information desk, and by phone regarding directions, recreation opportunities, area amenities, and other resources.
- b. Open and close the Visitor Center (instructions provided).
- c. Sell merchandise in the gift shop for Saylorville Lake’s cooperating association, the Iowa Academy of Science. Cash register and/or computer use may be required.
- d. Hosts will be required to balance funds and receipts following each shift.
- e. Maintain brochure racks, stock/inventory sales items, and complete brochure order when supplies are low.
- f. Help update interpretive displays as needed.
- g. General housekeeping duties: Maintain cleanliness of floors (sweeping, mopping, and vacuuming), clean restrooms, restock toilet paper and empty trash receptacles as needed.
- h. Pick up litter and debris around the visitor center grounds daily.
- i. Assist park rangers with special events and educational programs.
- j. Hosts may also assist with other duties as available and scheduled.

### Available Positions:

**Visitor Center Volunteer** - 2 positions available with a rotating schedule and two weekends off each month. One position will start on week 1, the other on week 2.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Week 1, Host A	OFF	On-duty	On-duty ½ day am	OFF	OFF	On-duty	On-duty
Week 1, Host B	On-duty	OFF	OFF	OFF	OFF	OFF	OFF
Week 2, Host A	On-duty	OFF	OFF	OFF	OFF	OFF	OFF
Week 2, Host B	OFF	On-duty	On-duty ½ day am	OFF	OFF	On-duty	On-duty

## **Office/Clerical Host**

The primary duty of the Office/Clerical Host is to assist the Recreation Program within the Administration Office and staffing an entrance station at boat ramps and beach areas collecting fees. The Corps of Engineers will bond the Host with a \$5,000 fidelity bond to protect the government from loss of funds. The volunteer must be eligible to be bonded; ineligibility will remove you from the list for this position. Reasons for ineligibility may include recent bankruptcy or bad credit history. The host shall provide an average of 21 hours of volunteer service per week and may serve for the entire recreation season Mid-May through September. Volunteers selected for this position are assigned a campsite with water, electric, and sewer hookups in Sandpiper Campground.

### **Specific duties include:**

- a. Hosts assist with duties assigned for scheduled days and hours weekly. A schedule will be provided at the beginning of the season.
- b. Day Use Entrance Station Host 1 to 2 days a week which may include 1 weekend day. (see Day Use Entrance Station Host program description)
- c. Hosts will issue and/or collect fees for Day Use Annual Passes and Special Event Permits.
- d. Hosts will collect fees using a cash register and credit card terminal.
- e. Hosts will be required to balance funds and receipts following each shift.
- f. Host will assist with counting of fee vault funds.
- g. Make copies and fill delivery orders (ex. brochures, receipt paper, etc). at the Administration Office on Thursdays.
- h. Print and prepare picnic shelter reservation sheets for deliveries.
- i. Hosts will be assigned bulletin boards to update during the duration of the year. The bulletin boards should be updated every 4 weeks. Supplies and instructions will be provided.
- j. Volunteer is responsible for all transportation and transportation costs associated with the position. This includes having access to a reliable licensed vehicle, fuel, valid vehicle insurance, and a valid driver's license.
- k. Assist with other duties as available and scheduled.

### **Available Positions:**

1. **Office/Clerical Host**– Staff administration office during scheduled days weekly and 1 to 2 days in a Day Use Entrance Station (DUES) weekly.

## Part-time Hosting Opportunities

The part-time host program will include positions focusing on interpretive programs, water safety and special events around the lake. Part-time host positions are 2 week periods throughout the recreation season. These positions and periods will be approved by the Interpretive Section Lead Ranger. These positions are for 2 week periods but are not limited to 1 period. Part-time hosting season is typically mid-April – mid-September. Hosts must be flexible and will have duties assigned based on program needs at the project. Specialized training will be provided for each position. These positions have varying time commitments for those volunteers interested in volunteering for shorter duration. Volunteers will average 3 hours of service per night of free camping. Campsites with electric hookups will be provided in either Cherry Glen or Prairie Flower Campground depending on position selection and campsite availability.

**Please indicate availability and type of activity preference.**

FROM	TO	ACTIVITY