

## **Lake Red Rock Volunteer Service Opportunities - 2015 Season**

*A detailed description of volunteer duties relating to each position is available upon request.*

### *Requirements of all positions:*

1. Available to provide service throughout the entire recreation season, typically five days per week.
2. Physically capable of performing job duties.
3. Friendly disposition with volunteer team members and the general public.
4. Good communication skills.
5. Willingness to portray a positive image of the U.S. Army Corps of Engineers.
6. Willingness to perform service in accordance with safety guidelines provided.
7. Provide a safe, licensed, insured camping unit and vehicle.

### *The U.S. Army Corps of Engineers will provide:*

1. A free full-service campsite, typically within the area where service is provided.
2. Volunteer shirts and name tags that are to be worn while providing service to the public.
3. Equipment and supplies required to perform the service.
4. Training and safety guidelines appropriate to the service.
5. Reimbursement for incidental costs associated with some positions such as bonding for fee collectors and mileage for positions requiring use of personal vehicles to perform service.

### **DAY USE FEE COLLECTION**

*Service Period: Late April - Mid September*

Day Use Fees are collected at project beaches and boat ramps located within seven different recreation areas.

#### *Volunteer duties include:*

- Collect fees from depositories at two beaches, five boat ramps and five firewood vending sites.
- Transport self-depository fee boxes to the project office where funds are counted with a Corps of Engineers employee.
- Staff an entrance station at the North Overlook Beach to collect fees during periods of heavy use.

The volunteer is required to become bonded and will be reimbursed for the cost of the bonding. The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A free full-service campsite is provided at the North Overlook Campground throughout the service period.

### **EDUCATION PROGRAM HOST**

*Service Period: Late April – Early September*

#### *Volunteer duties include:*

- Assist with preparing and presenting educational programming and special events for the public.
- Assist park rangers in presenting programs about the lake area's natural history and recreational opportunities.
- Greet visitors and answer questions about the lake area.
- Assist ranger staff with groups participating in interpretive programs.
- Staff the Lake Red Rock visitor center at least one day per week (typically Wednesdays).

The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A free full-service campsite is provided in Howell Station Campground throughout the service period.

### **FIFIELD & MARINA COVE RECREATION AREAS**

*Service Period: Mid April – September*

Fifield Recreation Area is a scenic day use area with four shelters, two restrooms, a playground, and a trailhead to the Volksweg Trail. Marina Cove is located east of Fifield and features a private marina with a public landing and restrooms.

#### *Volunteer duties include:*

- Open the Fifield entrance gate and restroom buildings by 8:00 a.m. daily and close at 10:00 p.m.
- Clean the Fifield restrooms and shelters.
- Pick up litter and remove trash.

- Clean the Marina Cove restroom, and empty the trash receptacles at the site.
- Perform light maintenance along a 4 mile segment of the Volksweg Trail. Trail maintenance will consist of but not be limited to picking up trash on or along the trail and removing surface debris.

Service is provided 5 days per week with two weekdays off (typically Tuesdays and Thursdays). A utility vehicle will be supplied for use on the trail and for transportation from Fifield Park to the Marina. A free full-service campsite is provided in the Fifield Recreation Area throughout the period of service.

### **HOWELL STATION CAMPGROUND HOST**

*Service Period: Late April – Mid September*

Howell Station is a popular campground located on the Des Moines River below the Red Rock Dam. It features 143 sites, 5 shower buildings, 2 playgrounds and is bordered by an asphalt trail.

*Volunteer duties include:*

- Staff the entrance station during the fee contractor's break period from 11:00 a.m. - 3:00 p.m.
- Greet incoming campers, answer questions and provide visitors with general lake information.
- Volunteer will assist campers seeking sites but will not collect fees.

Service is provided 5 days per week with two weekdays off (typically Mondays and Tuesdays). A free, full-service campsite will be provided to the volunteer throughout the service period.

### **HOWELL STATION LIGHT MAINTENANCE**

*Service Period: Mid April through Mid October*

Howell Station is a popular campground located on the Des Moines River below the Red Rock Dam. It features 143 campsites, 5 shower buildings, 2 playgrounds and is bordered by an asphalt trail.

*Volunteer duties include:*

- Custodial duties 1 day per week: clean shower buildings, sidewalks, fountains, dump station and fish cleaning station. Pick up litter from roadways, playgrounds and unoccupied campsites.
- Clean fire rings weekly: remove ashes and debris from fire rings in Howell Station and Ivan's Campground. Ivan's is a small campground with 21 sites, connected to Howell Station by an asphalt trail.
- Provide light maintenance on a 1.5 mile trail segment. Trail maintenance will consist of but not be limited to picking up trash on or along the trail, clearing all rocks, pebbles, acorns, sticks, etc. from the paved trail surface.

Service is provided 5 days per week with two weekdays off (typically Tuesdays and Wednesdays). A utility vehicle with fuel and supplies will be provided by the Corps of Engineers. A free full-service campsite in Howell Station Campground will be provided during the volunteer work period.

### **IVAN'S RECREATION AREA VOLUNTEER**

*Service Period: Late April – September*

Ivan's Campground is a popular riverside campground with 21 campsites and one shower building. A paved trail connects the campground with the South Tailwater Recreation area and Howell Station Campground.

*Volunteer duties include:*

- Collect camping fees and provide general visitor assistance.
- Clean a shower building, sidewalks fountains and fire rings.

Service is provided 5 days per week with two weekdays off (typically Tuesdays and Thursdays). A utility vehicle with fuel and supplies will be provided by the Corps of Engineers. The volunteer will be required to become bonded and will be reimbursed for the cost. The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A free full-service campsite in Ivan's campground will be provided throughout the work period.

### **NEST BOX VOLUNTEER**

*Service Period: April - August*

Volunteer will be responsible for maintenance of bluebird nesting boxes located throughout the lake area, and two purple martin houses located in the Tailwater Recreation Area.

*Volunteer duties include:*

- Prepare structures for nesting of target species.
- Document findings on nesting success.
- Facilitate repair or replacement of nesting structures as needed.

Volunteer must provide transportation to and from each nesting site and will be reimbursed for travel by personal vehicle as required to perform service. Volunteer must have some knowledge of eastern bluebird and purple martin habits. Some woodworking skills preferred. A free, full-service campsite in Howell Station Campground will be provided throughout the service period.

### **NORTH OVERLOOK BEACH CUSTODIAL**

*Service Period: Late April - September*

North Overlook Beach is a large beach adjacent to North Overlook Campground. It includes a large parking lot, a shower building with 6 rooms, a concession building with 2 restrooms, a patio, 2 volleyball courts and a swimming area.

*Volunteer duties include:*

- Open and close an entrance gate and 2 beach buildings daily.
- Clean the shower rooms and the concession building restrooms.
- Remove litter from the beach, parking lot, roadway and picnic area.
- Service approximately 10 trash cans.
- Clean the sidewalks and remove weeds growing along walkways and buildings.
- Care for bedding plants in planters adjacent to the beach buildings.
- Perform North Overlook campground custodial service 2 days per week (typically Tuesday and Wednesday).

Service is provided 5 days per week with two weekdays off (typically Thursdays and Fridays). A utility vehicle with fuel and supplies will be provided by the Corps of Engineers. A free full-service campsite is provided in the North Overlook recreation area throughout the volunteer's work period.

### **NORTH OVERLOOK CAMPGROUND CUSTODIAL**

*Service Period: Late April – September*

The North Overlook Recreation area includes a scenic campground with 46 electric sites and 8 non-electric tent sites, a playground, a shower building, a dump station, a picnic area and a beach.

*Volunteer duties include:*

- Clean the campground shower building, sidewalks, fountains, and dump station.
- Clean the picnic area restrooms and shelter.
- Service 3 trash cans, 2 upright grills and 1 fire ring in the picnic area.
- Clean campground fire rings weekly.
- Remove litter from roadways, unoccupied campsites, a playground and the picnic grounds.
- Provide custodial service at North Overlook beach 2 days per week.

Service is provided 5 days per week with two weekdays off (typically Tuesdays and Wednesdays). A utility vehicle with fuel and supplies will be provided by the Corps of Engineers to transport fire ring debris. A free full-service campsite is provided at the North Overlook Campground throughout the work period. The volunteer will be reimbursed for travel by personal vehicle as required to perform service.

### **NORTH OVERLOOK FEE ATTENDANT**

*Service Period: Late April – September*

The North Overlook Recreation area includes a scenic campground with 46 electric sites and 8 non-electric tent sites, a playground, a shower building, a dump station, a picnic area and a beach.

*Volunteer duties include:*

- Staff the campground entrance booth four consecutive days in every ten day period.
- Register incoming campers.
- Remit all fees collected to the project office.
- Raise and lower flags at the entrance booth.
- Post reservation cards at campsites.
- General campground surveillance.
- Provide general visitor assistance.

Service is provided 4 consecutive days in every 10 day period. The volunteer will be required to become bonded and will be reimbursed for the cost of the bonding. The volunteer will be trained to use National Recreation Reservation Service software for camper registration and must follow Corps of Engineer guidelines for the collection and remittance of fees. The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A free, full-service campsite is provided at the North Overlook Campground throughout the period of service.

### **PROMOTIONAL**

*Service Period: Late April – Mid October*

The promotional volunteer at Lake Red Rock will work closely with our community partners in the promotion of the lake area, events, and programs.

*Volunteer duties include:*

- Work with community partners to promote the project mission.
- Assist with interpretive programs.
- Inform Red Rock visitors of what the area has to offer and thank them for their stay.
- Attend local area/community activities and events to disseminate lake area information to the public.
- Maintain 18 bulletin boards located in 10 recreation areas around the project.

The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A free, full-service campsite will be provided to the volunteer throughout the service period.

### **VISITOR CENTER (Saturday/Sunday)**

*Service Period: May through October*

The Lake Red Rock visitor center is part of the Project Office complex located on the south end of the dam. Volunteer will staff the Visitor Center from 9:30 a.m. to 6:00 p.m. primarily on Saturday and Sunday (additional days may be added).

*Volunteer duties include:*

- Greet visitors and answer questions about the lake area.
- Assist ranger staff with groups participating in interpretive programs.
- Care for the visitor center animals.
- Perform visitor surveys as needed.
- Perform light cleaning of facility.
- Sell items from the visitor center cooperative store.

Volunteer will be required to become bonded and will be reimbursed for the cost of the bonding. A free full-service campsite will be provided at Wallashuck Campground throughout the service period.

### **VISITOR CENTER (Monday - Wednesday)**

*Service Period: Late April – Early September*

The Lake Red Rock visitor center is part of the Project Office complex located on the south end of the dam. Volunteer will staff the Visitor Center from 9:30 a.m. to 6:00 p.m. primarily on Monday thru Wednesday (additional days may be added).

*Volunteer duties include:*

- Greet visitors and answer questions about the lake area.
- Assist ranger staff with groups participating in interpretive programs.
- Care for the visitor center animals.
- Perform visitor surveys as needed.
- Perform light cleaning of facility.
- Sell items from the visitor center cooperative store.

A free full-service campsite in the Howell Station Campground will be provided throughout the service period.

### **VISITOR CENTER (Wednesday - Friday)**

*Service Period: Late April – Early September*

The Lake Red Rock visitor center is part of the Project Office complex located on the south end of the dam. Volunteer will staff the Visitor Center from 9:30 a.m. to 6:00 p.m. primarily Wednesday thru Friday (additional days may be added).

*Volunteer duties include:*

- Greet visitors and answer questions about the lake area.
- Assist ranger staff with groups participating in interpretive programs.
- Care for the visitor center animals.
- Perform visitor surveys as needed.
- Perform light cleaning of facility.
- Sell items from the visitor center cooperative store.

A free full-service campsite in the Howell Station Campground will be provided throughout the service period.

### **WALLASHUCK CUSTODIAL**

*Service Period: Late April – September*

Wallashuck Campground is a scenic campground with eighty campsites, three shower buildings, a picnic shelter, a fish cleaning station and a boat ramp (used only at high water levels).

*Volunteer duties include:*

- Clean the campground shower buildings, sidewalks, fountains, picnic shelter, fish cleaning station and dump station.
- Remove litter from roadways, unoccupied campsites and a playground.

Service is provided 5 days per week with two weekdays off (typically Thursday and Friday). The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A utility vehicle with fuel and supplies will be provided by the US Army Corps of Engineers for transporting refuse. A free full-service campsite is provided at the Wallashuck Campground throughout the service period.

### **WALLASHUCK FEE ATTENDANT**

*Service Period: Late April – September*

Wallashuck Recreation area includes a scenic campground with eighty campsites, three shower buildings, a picnic shelter, a fish cleaning station and a boat ramp (used only at high water levels).

Volunteer duties include:

- Staff the campground entrance booth four consecutive days in every ten day period.
- Register incoming campers.
- Remit all fees collected to the project office.
- Raise and lower flags at the entrance booth.
- Post reservation cards at campsites.
- General campground surveillance.
- Provide general visitor assistance.

Service is provided 4 consecutive days in every 10 day period. The volunteer will be required to become bonded and will be reimbursed for the cost of the bonding. The volunteer will follow Corps of Engineer guidelines for the collection and remittance of camping fees. The volunteer will be trained to use National Recreation Reservation Service software for registering of campers. The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A free, full-service campsite in the Wallashuck Campground is provided throughout the service period.

### **WALLASHUCK LIGHT MAINTENANCE**

*Service Period: Late April – September*

Wallashuck Campground is a scenic campground with eighty campsites, three shower buildings, a picnic shelter, a fish cleaning station and a boat ramp (used only at high water levels).

Volunteer duties include:

- Perform light maintenance along a 3 mile segment of the Volksweg Trail. Trail maintenance will consist of but not be limited to picking up trash on or along the trail and removing surface debris.
- Service a fish cleaning station.
- Provide custodial services 2 days per week (typically Thursdays and Fridays): clean the campground shower buildings, sidewalks, fountains, picnic shelter, fish cleaning station and dump station.
- Clean campground fire rings weekly.

Service is provided 5 days per week with two days off (typically Saturdays and Sundays). A utility vehicle with fuel and supplies will be provided by the Corps of Engineers. A free, full-service campsite is provided at the Wallashuck Campground throughout the service period.

### **WHITEBREAST BEACH**

*Service Period: Late April - September*

The Whitebreast Beach area includes an enclosed shelter house (Miner's Retreat), two picnic areas, two vault toilets, a day use fee booth, a shower building and a large beach.

Volunteer duties include:

- Open the beach entrance gate and shower building by 8:00 am and close them at dusk.
- Clean the shower building and surrounding area.
- Remove litter from the beach, parking lot and grounds.
- Service approximately 10 trash cans in the area.
- Clean the Miner's Retreat building and conduct inspections for special events held at Miner's Retreat.
- Service a nearby youth camp when the area is reserved for use.

Service is provided 5 days per week with two weekdays off (typically Thursdays and Fridays). A utility vehicle with fuel and supplies will be provided by the Corps of Engineers. A free full-service campsite is provided at the Whitebreast Beach Recreation Area throughout the service period.

### **WHITEBREAST CUSTODIAL(East)**

*Service Period: Late April - September*

Whitebreast Recreation Area includes a campground with 130 sites, a beach, a youth camp, five shower buildings, four picnic shelters, six vault toilets, a dump station and a fish cleaning station. Custodial duties are shared by four volunteer positions.

*East custodial duties include:*

- Clean two shower buildings.
- Clean two vault toilets.
- Service a fish cleaning station and dump station.
- Remove litter from roadways and unoccupied campsites in the Meadows camping area and Landing.

Service is provided 5 days per week with two weekdays off (typically Tuesday & Wednesday). A utility vehicle with fuel and supplies will be provided by the Corps of Engineers. The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A free full-service campsite is provided at the Whitebreast Campground during the service period.

### **WHITEBREAST CUSTODIAL (West)**

*Service Period: Late April - September*

Whitebreast Recreation Area includes a campground with 130 sites, a beach, a youth camp, five shower buildings, four picnic shelters, six vault toilets, a dump station and a fish cleaning station. Custodial duties are shared by four volunteer positions.

*West custodial duties include:*

- Clean three shower buildings.
- Clean two vault toilets.
- Clean 4 picnic shelters.
- Remove litter from roadways and unoccupied campsites in the Coal Ridge, Ponca and Heights camping areas.

The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A free full-service campsite is provided at the Whitebreast Campground during the volunteer's work period.

### **WHITEBREAST CUSTODIAL (Relief)**

*Work Period: Late April - September*

Whitebreast Recreation Area includes a campground with 130 sites, a beach, a youth camp, five shower buildings, four picnic shelters, six vault toilets, a dump station and a fish cleaning station. Custodial duties are shared by four volunteer positions.

*Relief custodial duties include:*

- Perform custodial duties in the Whitebreast east campground area on Tuesdays and Wednesdays. Custodial duties include litter pickup, cleaning shower buildings, vault toilets, a dump station and a fish cleaning station.
- Perform custodial duties in the Whitebreast west campground area on Thursdays and Fridays.
- Clean fire rings within the Whitebreast Campground weekly.

A utility vehicle with fuel and supplies will be provided by the Corps of Engineers. A free full-service campsite is provided at the Whitebreast Campground during the service period.

### **WHITEBREAST FEE ATTENDANT**

*Service period: Late April – September*

Whitebreast Recreation Area includes a campground with 130 sites, a beach, a youth camp, five shower buildings, four picnic shelters, six vault toilets, a dump station and a fish cleaning station. Custodial duties are shared by four volunteer positions.

Volunteer duties include:

- Staff the campground entrance booth four consecutive days in every ten day period.
- Register incoming campers.
- Remit all fees collected to the project office.
- Raise and lower flags at the entrance booth.
- Post reservation cards at campsites.
- General campground surveillance.
- Provide visitor assistance as needed.

Service is provided 4 consecutive days in every 10 day period. The volunteer will be required to become bonded and will be reimbursed for the cost of the bonding. The volunteer will follow Corps of Engineer guidelines for the collection and remittance of camping fees. The volunteer will be trained to use National Recreation Reservation Service software for registering of campers. The volunteer will be reimbursed for travel by personal vehicle as required to perform service. A free, full-service campsite is provided at the Whitebreast Campground during the volunteer's work period.