



**San Luis Obispo Coast District
Coastal Sector**

Mountain Bike Unit Patrol

ESSENTIAL JOB FUNCTIONS STATEMENT

This volunteer position patrols various park trails in the District performing a variety of duties including providing directions, information and maps, reporting trail conditions to park staff, providing first aid to visitors and ensuring compliance with park rules and regulations. In some instances volunteers will contact and coordinate resources to respond to emergency situations.

Title: Volunteer Mountain Bike Patrol

Purpose:

- Assists park staff with providing visitor contact and information to the public, including directions, trail conditions and regulatory information.
- Reports emergencies or incidents following established operational protocols and procedures
- Assists public safety staff with first aid calls and assists public safety staff with requesting additional resources for emergency situations.
- Assists with trail maintenance and reports conditions that may be hazardous.
- Completes volunteer activity reports and equipment records.
- Assists with special events or other park activities that can benefit from participation of Mountain Bike Unit 'MBU' volunteers

Supervisor: Assigned volunteer coordinator

Reports to: Assigned volunteer coordinator

Location: Coastal Sector South, Coastal Sector North, Limekiln State Park

Time Commitment: Sunday through Saturday with various hours determined by operational need including irregular hours, weekends and holidays.

Essential Functions

65% Public Contact

- Meets and greets the general public while maintaining a positive respectful manner.
- Disseminates information on the rules and regulations to park visitors.
- Communicates effectively with other park personnel and follows directions for successful job performance and creates a positive working environment.
- Provides MBU training needs and development for other MBU volunteers.
- Educates trail users on trail conditions and low impact riding techniques.
- Educates trail users on 'sharing trails', proper trail yielding and staying on designated trails per posted orders and California Code of Regulations.
- Assists public safety staff with first aid calls and assists public safety staff with requesting additional resources for emergency situations

15% Trail Maintenance

- Awareness of natural resources of local ecology and trail conditions.
- Assists with trail maintenance or special projects such as trail work days.
- Helps to maintain safe trails by remaining alert and reporting hazards, obstacles, and remedies as required.

10% Recording Procedures

- Ensures that patrol equipment is signed out, returned, and if necessary, restocked in working order and in a timely fashion.
- Provides effective feedback to individuals, agencies, and organizations that have jurisdiction in the area.
- Accurately completes volunteer activity reports and equipment records

10% Training

- Satisfies all established training requirements by International Mountain Bicycling Association 'IMBA' and California State Parks.
- Learns work procedures and park rules and regulations quickly.

Required Skills and Qualifications:

- Maintains open communication with supervisor or lead staff and regularly keeps him/her informed of progress, issues and potential problems.
- Maintains open communication with coworkers and regularly provides oral and written feedback regarding job issues fostering teamwork and individual motivation.
- Completes assigned work accurately, thoroughly and on time.
- Interacts with others in ways that are professional, courteous, and tactful and that demonstrates respects for individual and cultural diversity.
- Establishes and maintains cooperative working relationships within and outside the District.
- Takes the initiative and is self-directed in organizing, planning and prioritizing work for effective performance and goal attainment.
- Be dependable and punctual.
- Be willing to work on weekends and during irregular hours.
- Read, understand, follow and enforce safety procedures and park rules and regulations.
- Understand written and verbal communication.
- Identify and analyze problems and suggest potential solutions.

Special Requirements:

- Must be 18 years of age or older.
- Must possess certification by the California Central Coast Bike Patrol.
- Must be certified IMBA (National Mountain Bike Association) member.
- Must possess own mountain bike, bike supplies and transportation.
- Must wear prescribed uniform and helmet.
- Must not smoke in state buildings or other prohibited areas.
- Must patrol with another person whenever possible or make proper notification that MBU volunteer is on patrol by pre-established procedures.
- Must attend meetings.

Work Environment and Physical Requirements:

- Moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and loud noises.
- May be required to work in adversarial situations or stressful conditions.
- Outdoor work is common.
- Extreme physical activity including lifting, pushing or pulling.
- May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying, and reaching on uneven and slippery surfaces.
- Frequent and prolonged periods of standing, walking and sitting.
- Speaking, seeing and hearing are essential to performing the job requirements.
- Common eye, hand and finger dexterity is required for most essential functions.

Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Volunteer Statement: I have read and understand this Duty Statement and can perform the essential functions of this volunteer position with or without reasonable accommodation:

Yes

No

STATE PARK VOLUNTEER (PRINT)	VOLUNTEER SIGNATURE	DATE

Supervisor's Statement: I have discussed the duties of the position with the volunteer:

SUPERVISOR (PRINT)	SUPERVISOR SIGNATURE	DATE