

CAMPGROUND HOST DUTY STATEMENT

MCGRATH STATE BEACH - MAINTENANCE ASSIGNMENT

This position will report to the Volunteer Coordinator and the Sector Supervising Ranger or the assigned lead person for the Ventura Sector, California. The sectors Visitor Service, supported by Maintenance office, coordinates the maintenance needs for each park. The Host position will provide support for the routine housekeeping and minor repairs to facilities and in return, the state provides a state campsite at no charge.

The work schedule and duties may be modified according to facility conditions, park use and with agreement of the Host and Supervisors. The scheduled work hours will be 20 hours per week, in 4 consecutive days. Days off will be arranged, regular days off will be assigned. A sample of a "Work order" is provided below. All provisions of the California State Parks Volunteers in Parks Policies remain in effect.

CAMPGROUND HOST DUTIES

Inspect and clean all open restrooms at least once daily, around 1700 to 1900 hours (5-7:00 pm.)

The list of itemized housekeeping duties is on the sample work order for one restroom (attached). Typical duties include: Sweep, dispose of trash, clean toilets, sinks and showers, re-stock paper and note any damage or vandalism, place signs denoting out-of-service situations. Estimated time per week: 10 hours

Remove litter from parking areas, tent sites, barbecue pits and day use areas and beaches. Estimated time per week: 5 hours

Assist with maintenance of area irrigation system and grounds, on weekly schedule.

Mow lawn using approved equipment operate and repair sprinkler systems. Assist with tree trimming and other grounds projects. Estimated time per week: 4 hours

Provide information to park visitors and assist park staff with safety and security of the visitors and facilities, according to training guidelines. Estimated time per week: 1 hour

Contact park staff regarding facility needs and damage. In emergencies, contact Kiosk, Ranger, Lifeguard Staff, Dispatch or Dial 911.

I have read and agree to the above duty statement.
