

2018 VOLUNTEER PARK HOST PROGRAM

Share your knowledge and skills by assisting visitors of Jefferson County Open Space

Information Packet

Position Description | Training Dates

Application Deadline: March 1, 2018



JEFFERSON
COUNTY COLORADO
Open Space

The purpose of a Jefferson County Open Space (JCOS) volunteer is to assist in preserving open space and parkland, protecting park and natural resources, and providing visitors with healthy, nature-based experiences.

PROGRAM COORDINATOR

Jo Carter, Volunteer Services Specialist
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SUMMARY OF POSITION

Acts as a representative of JCOS by being a visible and approachable presence in the parks and at trailheads

DUTIES

- Provides information, education, and friendly greetings to enhance the safety, knowledge and experience of JCOS visitors
- Answers visitor questions regarding the park amenities, natural resources, history and regulations
- Makes educational contacts in the parks regarding rules and regulations, construction, hazards, new features or things that might affect the visitor's experience
- Provides public relations and representation for JCOS at parades, fairs, festivals, and events
- Spends their time near the trailhead, as well as the interior of the park, to best answer park visitor questions
- Assists with traffic control or in redirecting visitors when overflow conditions exist at a park
- Provides spot maintenance of trails and facilities
- Completes a daily Hosting Report after each assignment and report volunteer hours monthly



..... **REQUIREMENTS**

- Strong interpersonal skills
- Physical ability to work outdoors in various weather conditions and on various terrain
- Complete 40 hours of volunteer service per year
- Successfully complete the JCOS Volunteer Park Host Training Program
- Purchase and wear the JCOS Volunteer Park Host uniform while on duty hosting and to all Park Host meetings
- Provide own appropriate outdoor clothing and gear
- Attend scheduled meetings/training
- Volunteers must abide by the JCOS Park Regulations and established volunteer policies and procedures outlined in the JCOS Volunteer Orientation Manual

..... **TRAINING**

- Required training during the spring will include the following topics: public relations, customer service, events, trails update, and emergency response (new Park Host – up to 10 hours total; returning Park Host – up to 4 hours total)
- JCOS Volunteer Orientation for all new volunteers (2 hours)
- Continuing education is offered at summer meetings and throughout the year
- A Park Host Mentor Program, which utilizes experienced Park Hosts as trainers, assists new Volunteer Park Hosts in getting started. All new Park Hosts must go on at least two mentored field visits, with two different mentors, prior to their first solo hosting experience. Additional mentored visits are available until new Park Hosts feel comfortable with solo hosting.

..... **BENEFITS**

- Enjoy the outdoors while representing JCOS
- Meet other volunteers with shared interests and experiences
- Share experiences and visitor perspectives with JCOS staff
- Receive training in public relations, resource management and interpretation
- Develop a greater understanding of the role and mission of JCOS
- Explore the JCOS park system
- Learn about the natural and cultural resources of Jefferson County

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NEXT STEPS
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1. Create an Account and Submit an Application by March 1, 2018

Applications are available online at: <https://offeror.jeffco.us/>

2. Attend an Interview

All prospective volunteers will be interviewed. The interview will last 45 minutes—1 hour and will be held in February or early March.

3. Attend a New Volunteer Orientation

All new volunteers are required to attend a New Volunteer Orientation to become familiar with JCOS prior to new Park Host classroom training. Orientation sessions are held at the JCOS headquarters, 700 Jefferson County Parkway, Suite 100, Golden, Colorado, 80401.

You must pre-register for orientation on Offero <https://offeror.jeffco.us/>.

You need attend only one of the following:

Thursday, March 22, 5:30—7 p.m.

Saturday, March 24, 8:30—10 a.m.

Saturday, April 7, 8:30—10 a.m.

4. Attend New Park Host Training - Mandatory

This introductory classroom training is designed for volunteers new to the Park Host program. This training is mandatory. There will not be an alternate date! A working lunch will be provided.

Saturday, April 21, 9:00 a.m.—2:00 p.m. at the Jeffco Open Space Headquarters

5. Schedule Two Mentored Host Visits

A list of Park Host Mentors will be provided to you. The schedule of when you host is flexible – you and your mentor can decide on a time and date that work best for both of you. At least two mentored Park Host visits are required and must be completed before a new Park Host is cleared to Host on his/her own.

6. Attend the Park Host Season Kickoff Training - Mandatory

This is your chance to meet current Park Hosts. This is an interactive training where you will get to practice the skills learned in the classroom training, sign up for events and start the season.

Saturday, May 12, 9:00 a.m.—2:00 p.m. at the Jeffco Open Space Headquarters

7. Get your uniform and start Hosting!

