



VOLUNTEER PARK HOST JOB DESCRIPTION

Essential Duties

1. Serve as liaison between park visitors and City of Monroe employees.
2. Greet visitors, answer questions and explain park rules and regulations. Be familiar with local points of interest and the location of services that might be requested by visitors such as towing, groceries, churches, tourist attractions and local events.
3. Perform light maintenance work around the City Park Restroom and Covered Picnic Area such as litter pickup, daily cleaning and stocking of restrooms.
4. Clean the City Park Restrooms once in the morning, to unlock it, and once in the evening to lock it up.
5. The Park Host sets an example by being a model host practicing good housekeeping at all times in and around their assigned site (i.e., RV Pad) and by observing all park rules and regulations.
6. Keep a written record of complaints and criticism of park facilities, report situations that could affect the health and safety of visitors, and report any maintenance items which need immediate attention.
7. May assist in special events and activities.

Supervision: City Administrator or delegate.

Skills required:

- Ability to get along well with people.
- Ability to remain calm and be friendly.
- Be honest and reliable.
- Ability to work cooperatively in a team environment.
- Physical ability to make rounds through the City Park area.
- Ability to adapt to changing work conditions.
- A good knowledge of the park and surrounding area.

Working Conditions:

Work is mostly outside in hot, cold, wet, humid, or windy conditions. Walking is required. Must reside at Monroe's City Park RV Pad. in a City approved Recreational Vehicle (RV) such as a trailer, camper, motor home or similar mobile recreational unit or vehicle. Must be able to lift up to 50 pounds.

Time Commitment:

15 hours per week that includes 2 hours each day (one hour in the morning to unlock and clean the City Park Restroom and one hour in the evening to lock up and clean the City Park Restroom) to include most weekends and holidays.

Other:

Valid Oregon Driver's License