



Yuba County, California

Role Description & Responsibilities for: Caretaker (Park Volunteer)

A. ROLE

1. The primary role of the Caretaker is to provide a fun and safe environment for visitors through general maintenance, care, providing an onsite presence, and monitoring of the park. The secondary responsibility of Caretaker is to assist with the Camp Hosts' responsibilities such as welcoming visitors, providing information and assistance, giving reminders of rules, and monitoring reservations.
2. Be courteous and helpful to all visitors and County staff.
3. Alert the County Staff if Caretaker cannot perform services or observes an unsafe or hazardous condition.
4. Be reasonably self-sufficient in performing duties.
5. Perform role and reside at Hammon Grove and/or Sycamore Ranch, in designated location, with tasks as assigned.
6. Perform 20 – 30 hours per week towards the duties of this role.

B. GENERAL DUTIES

1. Check and clean park daily.
2. Open the park daily thirty (30) minutes before sunrise and close the park daily no later than thirty (30) minutes after sunset.
3. Maintain restroom & shower facilities daily to assure cleanliness and adequate hygiene supplies are stocked.
4. Water grass areas and trees per watering schedule.
5. Maintain watchful care over the park property, buildings, and equipment, and contact the appropriate police, fire protection agency, and COUNTY authorities when the need arises.
6. Empty trash receptacles, clean picnic tables and clear BBQs & fire-pits as necessary.
7. Maintain presentable personal appearance during open park hours and when in contact with the public. Caretaker will wear a shirt, pants (or shorts), footwear, and nametag (to be worn during open park hours).
8. Perform physical maintenance tasks such as shoveling, raking, painting, graffiti removal, minor repairs to equipment and facilities, and litter pick up, some of which may require operating light hand tools.
9. Operate light power tools to help in maintenance procedures, such as leaf-blowers, various trimmers, or lawn mowers.
10. Remind visitors of park and campground rules and policies.
11. If need be, assist Camp Host(s) in those related responsibilities, such as: welcoming visitors, providing information and assistance, and monitoring reservations.

C. REQUIREMENTS

1. Camp Host must be 21 years of age or older; will reside on the premises. Only the individuals hired to perform the role are allowed to stay on premises. Pets negotiable.
2. Camp Host to provide a self-contained recreational with current insurance and registration.
3. Camp Host shall provide their own transportation at no expense to the County. A golf cart may be supplied by the COUNTY for some functions.
4. Communicate effectively with park visitors and staff
5. Basic computer skills

D. PHYSICAL REQUIREMENTS

1. Ability to walk on hilly terrain without mechanical assistance; Lift 30 pounds to waist height; Have good flexibility allowing you to bend over, stand up, crouch, and twist at the waist; ability to operate light equipment; ability to work outdoors in sometimes cold or hot weather.

A more detailed description of roles, expectation, and requirements can be found in the Camp Host Agreement.