



STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
LAKE LOUISA STATE PARK
VOLUNTEER POSITION DESCRIPTION



Position: **Special Event Visitor Service Volunteer**

Description of duties: Assist event coordinator and staff with any event-related tasks including, but not limited to, greeting visitors, setting up for the event, dismantling props and keeping the event area free of litter. Making sure the event participants are following park guidelines and that the event area is a safe working environment, clean and presentable. Additional tasks may be assigned with short notice.

Supervisor: Event coordinator and/or Volunteer Coordinator (when not present, Assistant Park Manager)

Qualifications & Skills: Excellent customer service skills and flexibility are a must. A volunteer must stay courteous in all types of situations.

Standards & Performance: Performance evaluations will be given. A safe work environment is expected by following safety guidelines. Advise the supervisor of any issues or concerns. Be cognizant of visitors and answering their questions or directing them to someone who can. Never ignore the visitor or tell them you can't help them. Time sheet records of contributed hours are required to be turned in monthly. A volunteer uniform in accordance with the agency volunteer uniform guidelines is to be worn when contributing volunteer hours. The volunteer will have to provide solid colored trousers in good repair. When possible, uniform shirts, alternatively T-shirts with vest along with a name plate will be provided by the park.

Benefits to volunteer: Personal enrichment and experience by working in a state park setting. After contributing 100 hours of volunteer work to one specific park, the volunteer can receive a free entrance pass that is valid until the end of that year to that specific park. Once 500 hours are obtained, by volunteering in one or several state parks, volunteers can apply for a free annual Florida state park entrance pass that allows access to most Florida State Parks.

Name of volunteer (please print): _____

Signature of Position Volunteer: _____ Date: _____

Signature of Supervisor: _____ Date: _____