

## **Volunteer Park Host Duties Pittsburg Park, Pomme de Terre Lake**

1. **General Information** Volunteer park host duties utilized by the Pomme de Terre Lake Project, Kansas City District, Corps of Engineers encompasses approximately 20 hours per week, park area surveillance, providing information to visitors, cleaning park facilities, and other duties as follows. Mowing and refuse collection/disposal are provided under separate contracts.
  
2. **Duties**
  - Provide campground surveillance primarily on the weekends (Friday evening through Saturday evening and holidays).
  
  - Walk through campground, distribute trash bags, and provide information, explain or clarify policies and regulations to visitors as necessary.
  
  - Perform cleanup of facilities to maintain a clean/sanitary environment. Replenish toilet paper in vault toilets as necessary. Facilities to be serviced include: picnic shelter, playground, two vault toilets, 4-5 refuse containers, courtesy dock, grill, fire rings, picnic tables, and litter pickup.
  
  - Obtain and maintain automobile liability insurance according to applicable Missouri State statues. Proof of insurance (insurance card or certificate) shall be provided prior commencement of duties.
  
  - Volunteer personnel shall exercise tact, diplomacy, courtesy and present a neat appearance when dealing with the public. A name tag will be provided and must be worn while performing duties. Volunteer personnel shall be fully clothed, at all times while performing duties. Fully clothed means that a sleeved shirt (or T-shirt), trousers/shorts, and shoes shall be worn at all times. Clothing shall be clean and neat in appearance. Volunteer personnel must not consume any alcohol or drugs (except prescription drugs) during duty hours or when meeting the public.
  
  - Hold any lost and found items for a period of two weeks. Any unclaimed article after the two-week period will be turned over to project personnel.

### **3. Government Furnished Property**

The Government shall furnish a campsite for the volunteer park host free of charge. The campsite is level, well shaded, has an impact living area, 50 amp. electrical service, sewer, and water. In addition a picnic table, fire ring, and refuse container will be provided. A cell phone will be provided for communication with project personnel. Name tags and/or caps will be provided for identification.

The Government will furnish the following consumable items to be dispensed on an as-needed basis; trash bags, toilet paper, maps, brochures, and cleaning equipment (ie. broom, brush, water hose, shovel, cleansers/disinfectant, etc.).

**Volunteer Park Host Duties**  
**Outlet Park, Pomme de Terre Lake**

3. **General Information** Volunteer park host duties utilized by the Pomme de Terre Lake Project, Kansas City District, Corps of Engineers encompasses approximately 20 hours per week, gatekeeping, selling camping permits, park area surveillance, providing information to visitors, and other duties as follows.

4. **Duties**

- Operate fee booth on a schedule of \_\_\_\_\_ with the exception of two designated days off per week. Provide campground surveillance primarily on the weekends (Friday evening through Saturday evening and holidays).
- Perform daily duties to implement the National Recreation Reservation System (NRRS). Duties include, but are not limited to, maintaining current records, posting reserved sites, checking site availability, processing camper registrations and receiving daily arrival reports.
- Tour campground, distribute trash bags, and provide information, explain or clarify policies and regulations to visitors as necessary.
- Volunteer personnel shall exercise tact, diplomacy, courtesy and present a neat appearance when dealing with the public. A name tag will be provided and must be worn while performing duties. Volunteer personnel shall be fully clothed, at all times while performing duties. Fully clothed means that a sleeved shirt (or T-shirt), trousers/shorts, and shoes shall be worn at all times. Clothing shall be clean and neat in appearance. Volunteer personnel must not consume any alcohol or drugs (except prescription drugs) during duty hours or when meeting the public.
- Check park facilities on facility clean-up volunteer's days off. Replenish toilet paper and perform minor cleaning as needed.
- Hold any lost and found items for a period of two weeks. Any unclaimed article after the two-week period will be turned over to project personnel.
- Obtain and maintain automobile liability insurance according to applicable Missouri State statues. Proof of insurance (insurance card or certificate) shall be provided prior commencement of duties.

**3. Government Furnished Property**

The Government shall furnish a campsite for the volunteer park host free of charge. The campsite is level, well shaded, has an impact living area, 50 amp. electrical service, sewer, and water. In addition a picnic table, fire ring, storage shed and refuse container will be provided. Name tags and/or caps will be provided for identification.

The Government will furnish all equipment and supplies to perform the duties of the park host. The volunteer park host will be responsible for the securing all equipment and supplies in the locked fee booth provided by the Government.

## **Volunteer Facility Cleanup Duties Outlet Park, Pomme de Terre Lake**

5. **General Information** Volunteer facility cleanup duties utilized by the Pomme de Terre Lake Project, Kansas City District, Corps of Engineers encompasses approximately 20 hours per week, cleaning park facilities, restocking consumables, and other duties as follows.
6. **Duties**
  - Perform cleanup of facilities to maintain a clean/sanitary environment. Replenish toilet paper in toilets as necessary. Facilities to be serviced include: showers, flush toilets, vault toilet, picnic shelters, playgrounds, refuse containers, campsites, grills, fire rings, picnic tables, and litter pickup.
  - All facilities shall be cleaned on a daily basis with the exception of two designated days off per week. During times of high visitation facilities may require additional checks to maintain sanitary conditions.
  - Visitation in the Outlet Park varies from minimal to high usage. Outlet Park occasionally receives high usage of day use facilities by local schools and organizations. Cross country and 5K races are routinely held in the park and utilize the trail and day use areas. Visitation during these events may require additional trash cans and refuse collection.
  - The Pomme de Terre Rendezvous is held annually in the Outlet Park the first weekend in May. During this event attendance can be as high as 5,000 people. The park is closed to regular camping during the event, but hourly trash pickup and sanitary facility checks will be required during hours of heavy use.
  - Volunteer personnel shall exercise tact, diplomacy, courtesy and present a neat appearance when dealing with the public. A name tag will be provided and must be worn while performing duties. Volunteer personnel shall be fully clothed, at all times while performing duties. Fully clothed means that a sleeved shirt (or T-shirt), trousers/shorts, and shoes shall be worn at all times. Clothing shall be clean and neat in appearance. Volunteer personnel must not consume any alcohol or drugs (except prescription drugs) during duty hours or when meeting the public.
  - Turn in any lost and found items to the park host to assist the public in retrieving lost items.
  - Obtain and maintain automobile liability insurance according to applicable Missouri State statues. Proof of insurance (insurance card or certificate) shall be provided prior commencement of duties.

### **3. Government Furnished Property**

The Government shall furnish a campsite for the volunteer free of charge. The campsite is level, well shaded, has an impact living area, 50 amp. electrical service, sewer, and water. In addition a picnic table, fire ring, and storage shed will be provided. Name tags and/or caps will be provided for identification.

The Government will furnish cleaning equipment and supplies (ie. broom, brush, water hose, shovel, cleansers, disinfectant, etc.) and consumable items to be dispensed on an as-needed basis (trash bags, toilet paper). A refuse collection dumpster is provided in the park.