



Tallahassee Area State Parks

San Marcos, St. Marks Trail, Lake Jackson,
Lake Talquin, Econfina River, Letchworth, and Natural Bridge



Volunteer Position Description

Position

General

General Description

This is a versatile volunteer position for individuals seeking experience in multiple service categories administered by the Florida Park Service. Individuals may work with multiple park staff to render assistance in all areas, including Administration, Maintenance, Protection, Resource Management, and Visitor Services.

Benefits to Volunteer

Free campsite for resident volunteers with water, electric (50/30 amp), and septic tank hook ups and will accommodate up to 35' RV. Personal enrichment and experience working in a state park setting. Hours of service recognition pins. Once 500 hours are obtained, volunteers can apply for a free annual entrance pass.

Assigned Tasks

- Park visitor greeting and reception
- Operate P.O.S.
- Answering telephones
- Park opening and closing
- General park attendant duties
- Assistance with special work projects
- Traffic regulation and crowd control
- Patrol and emergency response
- Assistance with safety compliance procedures
- Specialized skill training
- Exotic plant and animal reduction
- Prescribed burning
- Cultural resources monitoring
- Habitat restoration
- Interpretive activities
- On- and off-site interpretive programming
- Roving interpretation
- Community outreach and special event coordination

Qualifications and Skills

These individuals are highly trained or are willing to participate in Florida Park Service advanced training. They may specialize in a particular area of service, but they show a willingness to cross-train and serve in three or more of the major service categories.

Basic understanding of Florida Park Service policies and procedures; ability to greet, direct, and inform park visitors through personal interaction and electronic media in a professional, courteous manner; ability to prepare and edit basic report forms; ability to communicate report forms; ability to communicate effectively verbally and in writing and to follow verbal and written instructions; ability to properly and courteously handle complaints from the public and direct inquiries to the proper staff; ability to safely operate motor vehicles and work safely with a variety of hand and power tools. Advanced skills in particular service areas will define primary duty responsibilities and will serve as foundations for expansion into secondary duty responsibilities.

Standards and Performance

Must meet the minimum number of hours required each week. Must submit monthly log of hours worked each month. Must be able to present oneself in a professional manner to the public when encountered. Must be trained in and adhere to all Florida Park Service Safety and Customer Service Procedures and convey an understanding of our mission statement to the public and to fellow staff members. Must adhere to the volunteer uniform standards as designated by supervisor. Must be able to work independently and with staff and other volunteers effectively.

Hours Required

*Resident Volunteers: 20 hours/week per site minimum, 2-4 months

*Includes: San Marcos, Lake Jackson, Lake Talquin, and Econfina

Daily Volunteers: no minimum

Supervisor

Volunteer Coordinator, Assistant Park Manager and the On-Duty Ranger(s)
