



# San Marcos State Park

## Volunteer Position Description



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**Position****Visitor/Museum Docent**

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**General Description**Park visitor greeting and reception at the park's museum

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**Benefits to Volunteer**

Free campsite for resident volunteers with water, electric (50/30 amp), and septic tank hook ups and will accommodate up to 25' 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.

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**Assigned Tasks**

- Welcome/basic orientation services for visitors
  - Guide in the museum as well as related outside exhibits
  - Answering phones
  - Communication of park policies and procedures
  - Coordination with CSO special events/fund-raisers, and inventory/ordering/sale of gift shop items (once expanded and installed)
  - General cleaning of facilities, indoor/outdoor exhibit maintenance
  - Operate P.O.S.
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**Qualifications and Skills**

This position deals extensively with public interaction and providing visitor services. An outgoing personality, the ability to communicate professionally, and excellent public relation skills are beneficial. An interest in cultural resources and local history are helpful.

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**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

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**Hours Required**

Resident Volunteers: 20 hours/week per site minimum, 1-4 months between July - June  
Daily Volunteers: no minimum

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

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