

Sonoma-Mendocino Coast District

Volunteer Duty Statement

Jenner Visitor Center

Sonoma Coast State Park

The purpose of this position is to assist in the operation of the Visitor Center in Jenner and to further the mission of California State Parks: “To provide for the health, inspiration, and education of the people of California by helping to preserve the state’s extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.”

Duties and Responsibilities:

- Inform visitors about Sonoma Coast State Park and surrounding areas on the following topics:
  - Hiking, camping, fishing, boating
  - Parks safety and regulations
  - History of the area
  - Maps and local directions
- Manage the Nature Store within the Visitor Center:
  - Sell store inventory
  - Organize and display products
  - Open and close the store
  - Accounting
- Wear provided name badge and California State Parks Volunteer patch while volunteering
- Keep track of volunteer time and record it in Better Impact or report it to the State Parks Volunteer Coordinator, the Stewards Volunteer Coordinator, or the Stewards Program Assistant
- Complete a Live Scan background check which is required for all volunteers in the State Parks Volunteers in Parks Program who work with children or handle money; a Request for Live Scan Service form with the correct coding on it will be provided and State Parks can reimburse the fee up to \$50. Please reach out to Amelia Schall Tůmová for details

Skills and Qualifications:

- Knowledge or willingness to learn and share information on the natural and cultural history of the Sonoma Coast
- Good communication skills
- Ability to work with a cash register and money

Time Commitment:

A minimum of two shifts per month which could be either a 3 hour weekend shift or a 4 hour weekday shift

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Training:

Three sessions of shadowing an experienced volunteer are required to become a Visitor Center volunteer, including both opening and closing shifts until ready to work a shift alone. Supplemental training may be required throughout the year. Bear in Mind EEO Training is required within 60 days of completing the paperwork and subsequently every two years.

Reporting:

The supervisor for this program is Visitor Services Program Manager Tracy Weisberg. The lead for this program is the Stewards of the Coast and Redwoods Program Director. Amelia Schall Tůmová is the Sonoma-Mendocino Coast District Volunteer Coordinator (Amelia.Schall@parks.ca.gov).

Benefits:

Learn about the natural, cultural, and historical resources of the area and meet new and interesting people from all over the world while enriching and enhancing the experience of the park visitor. As a volunteer with California State Parks, logging 40 hours of volunteer time earns a complimentary district pass, and 200 hours of volunteer time earns a complimentary VIPP statewide pass for the next year. Please contact Amelia Schall Tůmová about reporting volunteer hours and making a plan to receive your pass in a timely manner.

Conclusion:

The relationship between a volunteer and California State Parks must be one of mutual benefit. The Volunteer Service Agreement may be terminated at any time without cause and without advance notice.

If you willingly agree to perform all duties, please sign below.

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State Park Volunteer

Date

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State Park Representative

Date