

## Job Description – Volunteer Special Skills

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**Work Location:** Eldorado Canyon State Park

**Staff Contact:** Cassandra Flowers

**Phone:** 303-494-3943 **E-mail:** [eldorado.park@state.co.us](mailto:eldorado.park@state.co.us)

**Supervisor:** Tourist Assistant and/or Park Rangers

### Time Commitment Expected:

- ❖ 6 Hours per month required (2 hour shift minimum)
- ❖ May through September shifts required

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### PROGRAM DESCRIPTION

Do you love to garden? Maybe you would enjoy taking the lead on developing a native plant garden in front of the Visitor Center. Are you a professional/amateur photographer? Maybe you would like to recreate Eldorado Canyon's flower binder. Use your imagination, think outside the box and if you see a potential project, discuss it with your supervisor to determine the possibilities. If you have a special skill you would like to offer, Eldorado Canyon State Park has an opportunity waiting for you!

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### RESPONSIBILITIES AND DUTIES

- ❖ Experience in and knowledge of the particular project subject (e.g., if you'd like to plant a native garden, you should have experience doing so and/or be a Native Plant Master through the Colorado Native Plant Society)
- ❖ All projects need to be approved by your supervisor and the park manager

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### QUALIFICATIONS DESIRED

- ❖ Must be at least 16 years old
- ❖ Willingness to work with people of diverse backgrounds and ages
- ❖ Must be dependable
- ❖ Previous experience in a park environment preferred
- ❖ Familiarity with Eldorado Canyon State Park a plus
- ❖ Outstanding decision-making skills and judgment
- ❖ Committed to Colorado State Parks' and Eldorado Canyon State Park's mission and goals
- ❖ Excel at working individually and as a team member
- ❖ Bilingual skills a plus

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## TRAINING AND/OR PREPARATION REQUIRED

- ❖ Training will be determined by supervisor
- ❖ Must create a user profile on the Colorado State Parks Volunteer Database in order to track hours

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## EVALUATION EXPECTATIONS

- ❖ Volunteers will meet with their supervisors once a month to discuss concerns, report both positive and negative aspects of their experiences, and modify duties if appropriate
- ❖ If a direct meeting cannot occur, the individual will fill out a monthly evaluation form, which the supervisor will address in private with the volunteer if requested or necessary
- ❖ Volunteers that are not reliable, do not carry out their responsibilities or are otherwise unprofessional will be dismissed

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## BENEFITS

- ❖ 48 hours of service earns you a Colorado State Parks volunteer pass, good at all 41 state parks
- ❖ The chance to be a member of a wonderful team and sharing your love of Eldorado Canyon
- ❖ Opportunities to work directly with the Interpretive Supervisor to learn the appropriate techniques of developing and presenting interpretive programs for interested, exceptional volunteers
- ❖ Beginning and/or end of season appreciation barbecue
- ❖ Continuing education opportunities possible

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## OTHER COMMENTS:

There is limited enrollment for the Special Skills Program – only 5 applicants will be accepted. An interview and background check are required. Applications are available at Eldorado Canyon State Park. Call (303) 494-3943 or e-mail [eldorado.park@state.co.us](mailto:eldorado.park@state.co.us) for more information.