



## 2010 Camp Host / Volunteer Coordinator Job Description

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### **Title**

Camp Host / Volunteer Coordinator

### **Organization Name**

Orient Land Trust (OLT)

### **Position Overview**

Camp Hosts / Volunteer Coordinators will manage Orient Land Trust volunteers as requested by OLT staff and serve as a full-time OLT ambassador to visitors.

### **Duties and Responsibilities**

1. Coordinate volunteer projects and manage on-site volunteers
  - Train, supervise and recognize volunteers
  - Communicate with Orient Land Trust staff to maintain a current list of volunteer projects and instructions on how to accomplish
2. Engage Orient Land Trust visitors
  - Discuss OLT, its program and unique aspects
  - Distribute OLT literature
  - Encourage visitors to become members
  - Answer visitor questions (i.e. give directions, recommend hikes, dispel OLT myths, etc.)
  - Receive feedback from a diverse group of visitors
  - Assist visitors as needed
  - Enforce 'respect and responsibility' guidelines
3. Work with Orient Land Trust staff
  - Act as a liaison among visitors and staff
  - Perform evening rounds most evenings
  - Keep staff apprised (via a two-way radio) of changing conditions, cleaning or maintenance needs and any situations that need attention
  - Assist staff as needed

### **Qualifications and Requirements**

- Belief in the mission of OLT and understanding of its goals and programs
- Strong oral communication and people skills
- Volunteer management experience
- Organizational skills
- Non-confrontational, patient interaction with the public
- Sensitivity to individuals' privacy
- Positive, friendly attitude
- Interest in and understanding of land trusts and nonprofit organizations

- Familiarity with Valley View Hot Springs and surroundings

### **Supervision and Training**

The Camp Host / Volunteer Coordinator will work under the supervision of the Visitor Services Manager and the Executive Director. The position will require working with all OLT staff. Training will be provided by the Visitor Services Manager and the Executive Director.

### **Commitment Required and Place of Work**

This is a full-time, unpaid position with a minimum length of service of one month. Temporary residence on the property is required. The Camp Host / Volunteer Coordinator will be responsible for carrying a two-way radio while on duty. The position runs from May through September. The Camp Host / Volunteer Coordinator is expected to work a minimum of 30 hours per week.

The Camp Host / Volunteer Coordinator will be required to camp (tent or RV) in a designated, centrally-located camp site at Valley View Hot Springs, a clothing-optional rustic hot springs retreat. The location of the Camp Host / Volunteer Coordinator site will be given to all visitors and a photograph will be posted.

### **Benefits**

The Camp Host / Volunteer Coordinator will gain valuable experience working with and managing a diverse group of people. In addition to having the satisfaction of contributing to the mission and goals of OLT, volunteers will receive free camping and use of the facilities for themselves and their immediate family while they are serving as host.

Volunteers who work a minimum of 15 hours per year will receive OLT Supporter level benefits (\$75.00-\$149.00). A Supporter level member or higher may also be a volunteer (working a minimum of 15 hours per year) and receive upgraded benefits to the next member level.

### **Contact**

Orient Land Trust  
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### **To Apply**

Please print an [application](#) from our website and fax to: 719.256.4317 or mail to: Orient Land Trust, PO Box 65, Villa Grove, CO 81155. You may include a letter outlining your experience, interest and why you would like to volunteer. If you need a copy of the application emailed or mailed to you or you have questions about the position, please call 719.256.5212. Thank you for your interest!