



Peninsula Metropolitan Park District
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253.858.3400
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**Volunteer Park Host
Duties
&
Responsibilities**

DAILY DUTIES AND RESPONSIBILITIES

PENINSULA GARDENS

1. Park Host shall open park gate at or at least by 7 a.m. daily throughout the terms of their services.
2. Park Host shall secure the facility at dusk, daily, through the terms of their services.
3. Park Host shall at all times be alert to detection of observable defects in or about the site and shall report same to the Parks & Operations Manager or designee.
4. Should the Park Host become aware of any act of vandalism or of any casualty, or other condition involving fire, imminent danger or loss of life or injury to persons or to public property, the Park Host shall immediately telephone the dispatcher at 911 for emergency services, to report same; provided, however, if Park Host is on or about the site at the time of any emergency situation, he/she shall take whatever steps are necessary and within his/her power to protect the District and its property and shall notify the Parks & Operations Manager or designee immediately; then complete an Incident/Accident Report form immediately (see attached form), including witness information.
5. Without being required or encouraged to admit any persons inside their residence, the Park Host may, when present at the Park Host site, place emergency phone calls for park users as requested, or make other arrangements, and distribute maps and other information concerning the District Parks system supplied by District, upon request.
6. Park Host shall be responsible for enforcing the Park Code, however, the Park Host is not a law enforcement officer and any violations of law requiring arrest or citation shall be referred to the appropriate law enforcement agency. Unauthorized persons at the park site after hours should be requested to leave; if they don't comply, the Park Host should notify the appropriate law enforcement agency and request that agency to remove them. The Park Host is not authorized to use physical restraint or force in carrying out these responsibilities, except to the extent necessary for self-defense. If law enforcement agency has been contacted, please notify the Parks & Operations Manager or designee as soon as reasonably possible.
7. **Park Host should be courteous and project a positive District image in any contacts with the public.**
8. Park Host will practice necessary safety requirements.
9. Park Host will request, as necessary, from the Parks & Operations Manager or designee any additional equipment, materials and supplies to perform the above duties.
10. Park Host may be reimbursed for out-of-pocket expenses which are first directed and approved by the Parks & Operations Manager or designee and as per District policy.

PARK HOST SAFETY TIPS

1. Know your physical limitations.
2. Use your legs, not your back, when lifting objects.
3. Don't perform unfamiliar tasks without training.
4. Let the Parks & Operations Manager or designee know if you have allergies, are diabetic, epileptic, or have other medical problems that may be of concern, and where medication is readily accessible.
5. Dress appropriately for your tasks.
6. Park Host should be aware of potential safety concerns to park users and report them to the Parks & Operations Manager or designee. Examples of safety concerns include but are not limited to:
 - Faulty electrical and/or water services;
 - Anything that might be considered hazardous;
 - Exposed sharp edges, nails, etc.;
 - Malfunctioning lighting, fencing, gates, etc.;
 - Bee or wasp nests;
 - Patterns of park usage that may not be in the best interest of the park (vandalism, trespassing, parking, partying, trail use).

PARK HOST EMERGENCY TIPS

1. Remember, your safety always comes first.
2. KEEP CALM! Assess the situation quickly but rationally.
3. Call 911 immediately if:
 - You have any doubt as to the extent of injury or serious illness in a medical emergency;
 - Vehicles are involved in an accident;
 - There is an emergency on the water;
 - There is any type of fire;
 - You are in need of any police support.
4. Administer first-aid or CPR only if you are trained and certified.
5. Never administer any medication to other people.
6. Notify the Parks & Operations Manager or designee immediately.
7. Complete an Incident/Accident Report form immediately, including witness information (sample attached).

EMERGENCY PHONE NUMBERS

- A. Fire District 911
- B. Pierce County Sheriff’s Department 253-798-4721, press #1
This is for crimes that are not an emergency. **FOR EMERGENCIES, DIAL 911.**
- C. PenMet Parks Supervisory Contacts:
 - Ron Martinez, Parks & Operations Manager 253-255-9177
 - Terry Lee, Executive Director 253-318-1644
 - PenMet Parks Administration Office (8 a.m. to 5 p.m. Monday through Friday) 253-858-3400

GENERAL INFORMATION

- 1. Please familiarize yourself with the Incident/Accident Report form. This form must be filled out in its entirety when an accident/incident occurs. This form, which can also be used for “automobile incident,” is for departmental purposes only. All automobile accidents should be reported to the law enforcement authorities by dialing 911. Traffic accidents are handled primarily by the Washington State Patrol, supported as necessary by the Pierce County Sheriff.
- 2. Vending peddlers are not allowed to sell their product on park property without written permission of the Executive Director.