



Peninsula Metropolitan Park District

P.O. Box 425
Gig Harbor, WA 98335
Info@PenMetParks.org
253.858.3400
Fax 253.858.3401

**Volunteer Park Host
Duties
&
Responsibilities**

DAILY DUTIES AND RESPONSIBILITIES

PENINSULA GARDENS

1. Park Host shall open park gates 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 & Facilities 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 & Facilities 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 & Facilities 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 & Facilities 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 & Facilities Manager or designee and as per District policy.

Duties Specific to the Peninsula Gardens:

1. Park Host shall perform litter patrol (empty garbage cans as needed, Litter pick).
2. Park Host shall check dog bag dispensers.
3. Janitorial Duties: Clean restrooms as directed by Parks and Facilities Manager or designee
4. Park Host shall perform other duties as needed but are not limited to: Examples: Display park reservation signs, Parking enforcement etc.

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 & Facilities 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 & Facilities 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 & Facilities Manager or designee immediately.
7. Complete an Incident/Accident Report form immediately, including witness information (sample attached).

EMERGENCY PHONE NUMBERS

- A. Fire District911
- B. Pierce County Sheriff’s Department253-798-4721, press #1
This is for crimes that are not an emergency. **FOR EMERGENCIES, DIAL 911.**
- C. PenMet Parks Supervisory Contacts:
 - Ron Martinez, Parks & Facilities Manager 253-255-9177
 - Executive Director..... 253-858-3408
 - PenMet Parks Administration Office (8 a.m. to 5 p.m. Monday through Friday)..... 253-858-3400

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DAILY DUTIES AND RESPONSIBILITIES

FOX ISLAND FISHING PIER

General Duties:

1. Park Host shall open park gate at or at least by 7 a.m. daily throughout the terms of their services.
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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 & Facilities 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 & Facilities Manager or designee and as per District policy.

Duties Specific to the Fox Island Fishing Pier:

1. Park Host shall perform litter patrol (empty garbage cans as needed and bring to chase).
2. Park Host shall check dog bag dispensers.
3. Park Host shall perform janitorial duties as needed (fishing pier and restroom cleanup).

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 & Facilities 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 & Facilities 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 & Facilities Manager or designee immediately.

7. Complete an Incident/Accident Report form immediately, including witness information (sample attached).

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DAILY DUTIES AND RESPONSIBILITIES

Demolay Nature Preserve

General Duties:

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.
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8. Park Host will practice necessary safety requirements.
9. Park Host will request, as necessary, from the Parks & Facilities 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 & Facilities Manager or designee and as per District policy.

Duties Specific to the Demolay Nature Preserve:

1. Park Host shall perform litter patrol (empty garbage cans as needed and bring to Block House).
2. Park Host shall check dog bag dispensers.
3. Park Host shall perform other duties as needed but are not limited to: Examples: Display park reservation signs, Parking enforcement etc.

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 & Facilities 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 & Facilities 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:
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 - Vehicles are involved in an accident;
 - There is an emergency on the water;
 - There is any type of fire;
 - You need 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).

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**Park Caretaker Duties
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DAILY DUTIES AND RESPONSIBILITIES

NARROWS PARK

General Duties:

1. Park Caretaker shall open park gate at or at least by 7 a.m. daily throughout the terms of their services.
2. Park Caretaker shall secure the facility at dusk, daily, through the terms of their services.
3. Park Caretaker shall at all times be alert to detection of observable defects in or about the site and shall report same to the Parks & Facilities 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 Caretaker shall immediately telephone the dispatcher at 911 for emergency services, to report same; provided, however, if Park Caretaker 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 & Facilities 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 Caretaker may, when present at the Park Caretaker 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 Caretaker shall be responsible for enforcing the Park Code, however, the Park Caretaker 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 Caretaker 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 & Facilities Manager or designee as soon as reasonably possible.
7. **Park Caretaker should be courteous and project a positive District image in any contacts with the public.**
8. Park Caretaker will practice necessary safety requirements.
9. Park Caretaker will request, as necessary, from the Parks & Facilities Manager or designee any additional equipment, materials and supplies to perform the above duties.
10. Park Caretaker 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.

Duties Specific to the Narrows Park:

1. Park Caretaker shall perform litter patrol (empty garbage cans as needed and bring to house for pick up).
2. Park Caretaker shall check dog bag dispensers.
3. Park Caretaker shall perform other duties as needed but are not limited to: Examples: Display park reservation signs, Parking enforcement etc.

PARK CARETAKER 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 & Facilities 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 Caretaker should be aware of potential safety concerns to park users and report them to the Parks & Facilities 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 CARETAKER 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 & Facilities Manager or designee immediately.
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DAILY DUTIES AND RESPONSIBILITIES

SUNRISE BEACH PARK

General Duties:

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.
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Duties Specific to the Fox Island Fishing Pier:

1. Park Host shall perform litter patrol (empty garbage cans as needed and bring to chase).
2. Park Host shall check dog bag dispensers.
3. Park Host shall perform janitorial duties as needed (fishing pier and restroom cleanup).

PARK HOST SAFETY TIPS

1. Know your physical limitations.
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 - You are in need of any police support.
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