Volunteer Position Description
Parking Assistant

Larimer County Department of Natural Resources
1800 S. County Road 31, Loveland CO 80537
(970) 619-4570 / larimer.org/nrvolunteer

Position Overview:
Parking Assistants support the coordination of traffic flow at boat ramps & dock area parking. They ensure visitors have a great recreation experience by guiding visitors in the appropriate direction, answering questions, encouraging courtesy towards other visitors, and inspiring minimal impact on our beautiful reservoirs. Volunteers assist in keeping operations running smoothly during summer weekend days & holidays at Carter Lake or Horsetooth Reservoir.

Duties:
• Arrive on time for your shift wearing your volunteer T-Shirt and name badge
• Check in with staff for assignment
• Assist with boater parking and traffic control in the lots near the boat ramps
• Communicate with visitors the importance of an efficient flow of traffic
• Represent Larimer County in a friendly and professional manner as you interact with visitors, fellow volunteers, and staff
• Abide by Larimer County rules, regulations, and safety guidelines
• Sign up for shifts and manage your volunteer profile using Offero
• Be prepared for working in the sun for extended periods
• Assist with other projects (such as litter pick up) when parking area is not busy
• Become familiar with reservoir to best answer visitor questions
• Communicate questions or concerns to the assigned staff supervisor
• Attend a LCDNR New Volunteer Orientation and any scheduled training sessions

Schedule:
• Shifts are 10:00 am – 1:00 pm & 1:00 pm – 4:00 pm on Saturdays, Sundays, and holidays, Memorial Day weekend – Labor Day weekend
• Parking Assistants must volunteer for at least four shifts per season (7 shifts earn you a special parking pass)
• Training will be held in April/May of each year

Qualifications:
• Ability to work outside and to stand for 3 or more hours
• Passion for our reservoirs and encouraging visitors to be good stewards
• Strong communication skills and enjoy conversing with the public
• Friendly, courteous, and respectful to staff, volunteers, and park visitors
• Ability to remain patient and helpful when working with potentially frustrated visitors
• Comfortable managing self and working in an independent volunteer role
• Boating experience a plus but not required
• Access to your own reliable transportation
• Understanding and acceptance of the potential risks for this volunteer position such as inclement weather, heat, encounters with wildlife such as insects and rattlesnakes, and unpleasant interactions with the public

The Larimer County Natural Resources Volunteer Program is not obligated to provide a placement, nor are you obligated to accept the position offered. Opportunities for volunteers are provided without regard to race, color, religion, national origin, sex or age. Larimer County is committed to equality of opportunity.