

## **Rock Bridge Memorial State Park Host Duties**

Columbia, Mo.

Number of Hosts	Months Available	Pay Mileage?	Contact
1 Handy Host 1 Office Host	April-October	Yes	573-499-7402

**We are a day use only park so there is no campground other than a special use area that you will not be asked to manage. Hosts can set up their RV next to our maintenance building and use the break room, refrigerator, bathroom, shower and free laundry facilities in the building. It also serves as a storm shelter. We will work with hosts to match their skills and interests with needs of the park, therefore a host does not need to do all that is listed below. Rather we will draw from the lists below to create a customized list for you.**

### **Handy Host Duties:**

- Mow day use areas and trailheads with riding lawn mower and weedeater. Option to also mow trails and fire lines with a small tractor.
- Patrol and pick up trash in the park day use areas. Stock park maps.
- Check restrooms for cleanliness and stock with toilet tissue as needed.
- Hang and remove reservation cards on shelters posts prior to arrival and after departure of groups.
- Assist staff with repair projects in the park and occasional trail maintenance work.
- Invasive plant control work is an option to do either independently or with other staff. Training, PPE and equipment provided. Choice of methods ranging from pulling, hand tools to backpack sprayer.

### **Office Host Duties**

- Answer all telephone calls. Complete those you can and for other calls, take messages for staff.
- Provide park orientation information to visitors who visit the office.
- Take tour and shelter reservations using the computer-based Rs2 system.
- Sell gift store items using the Rs2 system.
- Clean park office.
- Restock office handouts when needed.
- Do data entry and scanning tasks.
- Assist with events.
- An option if host has the interested is to become trained and lead groups of children in nature programs.
- Provide the best customer service possible to park visitors.