

CODE OF CONDUCT AND HOST AGREEMENT

This agreement is entered into between the Host and Georgia State Parks when you accept an assignment. The Host agrees to perform the tasks outlined in Volunteer Manual and the initial orientation and expectations meeting. The Host further agrees to the following:

- The Host shall maintain nightly availability at the campground for a minimum of 4 nights per week, to include many (if not most) weekends and holidays. The schedule will be determined by the Park Manager working with the Host. By the nature of the position, Hosts will often find themselves working independently of supervisory personnel, particularly during evening hours.
- Hosts will be scheduled for at least 24 hours of service time per week for a minimum of eight weeks and many not exceed 6 months per year at one site. Should the park requirements indicate as acceptable, couples may divide the 24 hours of service time per week between the two people. Golf course and train hosts are often expected to host 24 hours per week per person. Hosts work various duties per park need and schedule. As some parks are busier than others, hosts may work 24-40 hours per week.
- Hosts will hand out information pamphlets, copies of park rules and regulations, or other general information items to other visitors as they enter the area. They may assist visitors, answer questions by visitors, or issue plastic trash bags. Tact, diplomacy, and courtesy shall be exercised at all times in dealing with other visitors, staff and the public.
- Harassment, including sexual harassment, is inexcusable for staff, vendors, customers and volunteers/hosts. A copy of the Ga DNR Policy against Harassment is in the park office. Accepting your host/volunteer position acknowledges you have read or will read and become familiar with this policy and comply with it. If you believe the policy has been violated in any way, report it immediately to the manager. Understand that any violation of this policy may be grounds for disciplinary action up to and including dismissal.
- Hosts will report all disturbances or inappropriate conduct of park visitors to park staff. Hosts shall not attempt to discipline or apprehend any park violators. Hosts are in the role of being an educator, *not an enforcer*, of park rules.
- Hosts are encouraged and expected to keep written reports of complaints and criticism of park facilities, report situations that could affect the health and safety of visitors and report any maintenance items that need attention. They should maintain other written records as requested by the Park Manager.
- Hosts are to wear the shirt, hat, or nametag if provided when completing assigned tasks and when acting in a public relations capacity on behalf of Georgia State Parks.
- Hosts shall not have firearms in their possession while on the park, unless they are abiding by Georgia's gun laws.
- All Hosts should conduct themselves in an orderly manner so as not to disrupt other visiting public. No alcoholic beverages shall be consumed while performing Host functions; nor shall the evidence of alcohol previously consumed be evident during the Host's scheduled service time.
- The Host shall maintain any assigned campsite in a clean and sanitary condition at all times. Outside structures and facilities will not be permitted (including portable hot tubs or "kiddie" pools). No dog pens, horse corrals, poultry cages, or similar facilities for pets or for the raising of animals will be allowed. Permission may be granted on a case by case basis by the Park Manager for house pets only. Pets shall be kept under physical restraint at all times. Upon completion of the volunteer service the Host's camping equipment must be removed and the campsite area must be left clean and in good repair.
- The Park Manager should be contacted and given advance notice of absence or illness.
- The Park Manager of each park may include special Host functions necessary to effectively operate individual campgrounds.
- Overnight visits with the Host by dependents, relatives, and friends is discouraged but may be permitted by the Park Manager on a case by case basis. An assigned campsite is specifically for use of the named Host only. If a family member or friend over the age of 18 joins the host for an extended amount of time (more than 3 nights), they must be fully registered by submitting the \$15 registration fee and a background check.
- The Park Manager or Assistant Manager has the right to terminate volunteer or host assignment at any time should they feel the assignment and/or volunteer are not functioning at the expected level.

Georgia State Parks and the Host mutually agree as follows:

The Park Manager, or his designee, shall decide on all questions that may arise as to the quality, fitness, promptness and acceptability of service provided by the Host to the park visitor, and the State Parks

Volunteer Coordinator, or his/her designee may void or cancel this agreement by giving oral notice to the Host thereby voiding or canceling the host assignment. The Volunteer Coordinator, or his/her designee's, determination and decision shall be final and conclusive. The Host may cancel this agreement and assignment at any time for any reason, giving notice to the site supervisor or Volunteer Coordinator. Hosts are volunteers. They do not receive wages or stipend. They are not eligible for benefits applicable to state employees.

Hosts are not covered by Worker's Compensation. There is no insurance coverage for damage or theft of personal property.

Signature of Host / Date

Signature of Site Level Supervisor / Date

**Scan and email a copy of this to the Volunteer Coordinator