

**Lake Havasu City  
Park Host Volunteer Program Information**

Thank you for your interest in the Lake Havasu City Park Host Program. Volunteers are needed to serve as Park Hosts for Rotary Community Park, SARA Park and London Bridge Beach. If you live near, or visit Lake Havasu City often, you may choose to volunteer for this position on a regular basis.

To assist you in your decision we are enclosing a Parks and Recreation Volunteer Application form. Applications are accepted year-round and are filled as positions open. Qualified applicants will be contacted by the Administrative Specialist to inquire as to whether they are still interested and/or would be available to host for a specific length of time.

Park Host: Recreation is a year-round activity in Lake Havasu City. Park Hosts are usually required to stay a minimum of eight (8) weeks and a maximum of six (6) months; however, there may be some exceptions depending on schedules of other hosts.

Park Hosts work under the direction of the parks division and may be required to perform light park clean-up duties, assist the parks division with minor tasks and serve in the absence of park staff in providing information and park services to the park visitor. Park Hosts are considered volunteers and Lake Havasu City reserves the right to remove them from the premises and as Park Hosts at any time. The Park Host must agree to immediately remove their RV, Trailer and any other personal belongings immediately upon request by the City.

Volunteers who serve as Park Hosts receive a full hook-up site free of charge. The City, under the Arizona State Worker's Compensation Act, covers all volunteers. Reimbursement for expenses and on-site housing is not available.

Please review the Park Host description carefully. Additional information may be obtained by contacting the Parks and Recreation office at (928) 855-1851. We look forward to working with our volunteers as we strive to offer the best possible service to park visitors at Rotary Community Park, SARA Park, and London Bridge Beach.

**HOW TO APPLY:** Complete the attached application and send to:

Lake Havasu City  
Parks and Recreation Department  
Park Host Program  
1980 N. Kiowa Blvd.  
Lake Havasu City, AZ 86403

Once your application is received, it will be reviewed by the Parks and Recreation Director and Parks Division Manager. You may be contacted for an interview if qualifications are met and positions are available. Applications will be kept on file for a period of one (1) year upon receipt.

## **Lake Havasu City Park Host Program Description**

**Purpose:** To provide service to the many visitors at Rotary Community Park, SARA Park, and London Bridge Beach and to encourage compliance of park rules and regulations.

**Location:** Rotary Community Park is a 44-acre lake front park located at 1400 S. Smoketree Avenue. London Bridge Beach is a 22 acre lake front park located on the Island at 1340 McCulloch Blvd. Both locations are centrally located. SARA Park is a regional park consisting of over 1,000 acres located at 7260 W.SARA Park Way.

**Available Positions:** Presently Lake Havasu City has four (4) host sites; two sites are located within Rotary Community Park, one site is located at London Bridge Beach, and one site is located within SARA Park. Individuals or couples may serve as hosts.

**Information and Qualifications:** Park Hosts must provide own recreational vehicle, i.e., motorhome, travel trailer. Camping experience is desirable.

Hosts will be provided space for no more than one RV, one vehicle (car or truck), and two bicycles (motorized is okay also).

Host must volunteer a minimum of eight (8) weeks and must be at least 21 years of age.

The City prior to start of service will complete a background and FBI fingerprint identification of any Park Host accepted into the program.

The City will provide workers' compensation insurance for illnesses or injuries that occur in the course and scope of the volunteer duties of a Park Host. The City does not provide property or liability coverage to the Park Host and/or their RV, Trailer or any other personal belongings.

**Duties and Responsibilities:** Represent Lake Havasu City as a Park Host. Be knowledgeable of all park rules and regulations and the reasoning behind them. Set a good example for park visitors by complying with said rules and regulations

Be informed about the park and local points of interest.

Greet visitors, answer questions, and receive comments and pass out information.

Be observant of activities within the park that require immediate attention by park staff and/or police. Notify appropriate personnel if and when an emergency occurs. Hosts are not permitted to take law enforcement measures. Any violations must be reported to Parks and Recreation personnel or the Lake Havasu City Police Department.

Replenish restroom supplies in the absence of park personnel.

Promote care of park by keeping a clean campsite and by performing minor maintenance tasks such as picking up litter, etc. Host is not required to perform major maintenance repairs. Hosts may be required to turn on and/or turn off ballfield lights, raise and lower flags, replenish restroom supplies, check building and equipment for damage and repair needs, patrol all area within the park on a regular basis, and report any misconduct or damage created by park patrons.

**Work Schedule  
And Conditions:**

Parks Hosts are expected to be on duty during most weekends and holidays; however, alternate schedules may be arranged with the Parks Division manager. Notice should be given to the administrative office if you plan to leave for any length of time. The Parks and Recreation Director must approve any extended leave of absence.

Park Hosts may be subject to all types of weather conditions.

The Park Host program is a volunteer service program with no salary compensation. A campsite including free electric and sewer service is provided by Lake Havasu City.

**WAIVER OF LIABILITY AND RELEASE**

In order to permit Lake Havasu City to make a thorough investigation of my background, pursuant to the laws of Arizona, I hereby release from liability; and promise to hold harmless from any liability, under any and all possible causes of legal action opinions regarding my background or reputation.

I authorize any person or legal entity that may be contacted by officers, agents, or employees to give and receive any information, data, or opinions they may have regarding my background.

I further agree to hold harmless and release from liability, under any and all possible causes of legal action, Lake Havasu City, its officers, agents and employees for any statement, acts or omissions in the course of its investigation into my background and reputation. This release from liability given to me by Lake Havasu City, its officers, agents, employees and all others, as heretofore provided should apply to any right of action that might accrue to myself, my heirs, and my personal representatives.

**Read this application, waiver and your answers before signing below.**

By signing this application and waiver, I certify that all information on this form is true to the best of my knowledge, and any omissions or misstatements may be cause for rejection of this application or discharge from City service. I also authorize Lake Havasu City to make all necessary and appropriate investigations allowable by law to verify the information provided. It is my responsibility to keep the Park and Recreation Department advised of any changes of address or phone number.

**The completion of this application does not guarantee a volunteer position. The Lake Havasu City Parks and Recreation or Human Resources Department will notify each applicant of their status prior to the start of any volunteer services.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AZ DRIVER'S LICENSE #:** \_\_\_\_\_

**SOCIAL SECURITY #:** \_\_\_\_\_



Lake Havasu City  
Parks & Recreation Department  
1980 N. Kiowa Blvd.  
Lake Havasu City, AZ 86403  
(928) 855-1851  
FAX (928) 855-6962

**LAKE HAVASU CITY**  
**Park Host Application Form**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Person to Contact in Case of Emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of occupants who will be residing at the site: \_\_\_\_\_

Type of RV: Motorhome \_\_\_\_\_ Trailer \_\_\_\_\_ Camper \_\_\_\_\_ Size or length of RV: \_\_\_\_\_

Year and Type of Additional Vehicle: \_\_\_\_\_ Pets? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Availability: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

How did you hear about this program? \_\_\_\_\_

Past Experience/ Interests: \_\_\_\_\_

Past or Current Type of Employment: \_\_\_\_\_

Education and/ or Training: \_\_\_\_\_

Any Special Outdoor Interests or Hobbies: \_\_\_\_\_

Do you need an accomodation for the Park Host position for which you are applying for any disability you may have?**(It is not necessary that you describe or identify the disability.)**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please decribe the type of accomodation required: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any special skills, talents or training that would be of benefit to the program?

Examples: First Aid, CPR, photography skills, environmental education, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit a photo of your RV or Trailer along with this completed application.**

**For Office Use Only**

Interview Date: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Action Taken: \_\_\_\_\_