



## JACKSON COUNTY Parks + Rec

22807 Woods Chapel Road  
Blue Springs, Missouri 64015  
MakeYourDayHere.com

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# Welcome to Jackson County Parks + Rec

## We Need You!

For the best in land and water recreation, Jackson County Parks + Rec offers 22,000 acres of "Fun!" While visiting one of Jackson County Parks + Rec's premier recreational areas, the entire family will enjoy scenic, fun-filled and affordable experiences. Three major lakes, public beaches, historic sites, nature preserves and more exciting adventures await you on your next visit to Jackson County Parks + Rec's attractions. As you will find, you can help make this incredible park system more enjoyable for our citizens and patrons by being a Volunteer for the Jackson County Parks + Rec Department.

### Mission Statement

The mission of the Volunteer Service Program is to provide Volunteer Opportunities to individuals, groups, organizations, clubs and families that expand and enhance the activities and programs of Jackson County Parks + Rec.

### How to Be a Volunteer

On the following pages you will find a variety of the most enjoyable and satisfying volunteer positions in the Greater Kansas City area. We invite you to look over the volunteer job descriptions and see if one appeals to you and at the same time learn a little more about your Jackson County Parks + Rec Department.

If you are interested in becoming a Jackson County Parks + Rec Volunteer, please complete the application and mail it to:

Jackson County Parks + Rec  
Attn: Volunteer Coordinator  
22807 Woods Chapel Road  
Blue Springs, MO 64015

If you need more information, call (816) 503-4821.



*Michael D. Sanders, County Executive*

## Campgrounds

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### Campground Attendant

- General Description:** This volunteer position will assist the on-site Campground Attendant on weekends and holiday from April through October.
- Qualifications:** Friendly and outgoing personality, able to work in the outdoors in unpredictable temperatures and weather conditions.
- Duties:** Clean shower house and two restrooms. Keep campground clean of trash. Assist with the sale of ice and firewood.
- Training:** Orientation to Jackson County Parks + Rec and on-the-job training.
- Time Commitment:** Weekend and Holidays
- Location:** Longview Campground, Jacomo Campground and Blue Springs Campground

## Fred Arbanas Golf Course

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### Golf Course Marshall

- General Description:** Assist the golf pro with day-to-day operations of the course as well as assist in ensuring a pleasant and enjoyable golf experience at the Fred Arbanas Golf Course.
- Qualifications:** Must be in good physical health to perform duties as well as a strong understanding of golf.
- Duties:** Assist with opening and closing of the course, greet and notify players of the basic rules and conditions of the course as well as pace of play.
- Training:** On-site training
- Time Commitment:** Flexible to the availability of the volunteer.
- Location:** Fred Arbanas Golf Course

## Historic Sites

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### Research Assistant for Fort Osage/Missouri Town 1855

- General Description:** Compile, index, sort and file research materials for easy access.
- Qualifications:** Detail oriented personality that enjoys history and historical events.
- Duties:** Sort and file current research and artifacts.
- Training:** Orientation to Jackson County Parks + Rec and to the goals and objectives of its historic sites plus on-the-job training.
- Time Commitment:** Flexible to the availability of the volunteer.
- Location:** Fort Osage – Sibley, Missouri or Missouri Town 1855 – Fleming Park

### Translator

- General Description:** Translate historic site brochures into various foreign languages.
- Qualifications:** Must be able to translate English into a foreign language that is grammatically correct.
- Duties:** Translate historic site brochures into other languages for computer entry. Volunteer must provide his/her own dictionary or other similar supplies necessary for translation.
- Training:** Orientation to Jackson County Parks + Rec and to the goals and objectives of its historic sites.
- Time Commitment:** Flexible to the availability of the volunteer.
- Location:** This job may be accomplished in the volunteer's home or at the Historic Sites office with access to a computer.

## Living History Interpreter in a Frontier Army Fort

*Gardeners – Hearth Cooks – Laborers – Blacksmiths – Trade Room Clerks - Midwife – Domestic Skills – Carpenter – Soldier, 1st U.S. Infantry*

- General Description:** Research, develop and interpret occupations of the 1812 time period while wearing the correct period attire.
- Qualifications:** A strong interest in frontier history, a willingness to learn the skills and history of the 1812 time period, and a friendly, outgoing personality.
- Duties:** Research and develop a specific interpretive job, wear the correct period attire and use verbal skills and hands-on interpretation to educate the public.
- Training:** Orientation to Jackson County Parks + Rec with on-site training plus orientation by professional historic interpreters.
- Time Commitment:** Flexible to the availability of the volunteer.
- Location:** Fort Osage – Sibley, Missouri.

## Living History Interpreter in an 1855 Farming Community

*School Teachers – Ministers – Attorneys – Merchants – Blacksmiths – Hearth Cooks – Gardeners – Cabinet Makers – Livery Apprentice – Tavern Owner*

- General Description:** Research, develop and interpret jobs in an 1855 farm community while wearing the correct period attire.
- Qualifications:** A strong interest in and a willingness to learn about 1850s Missouri history. A friendly, outgoing personality with good communication skills is most helpful.
- Duties:** Demonstrate and interpret one of the above occupations through spoken words and hands-on interpretation to our visitors.
- Training:** Orientation to Jackson County Parks + Rec and to the goals and objectives of Missouri Town 1855 with on-site training plus orientation by professional historic interpreters.
- Time Commitment:** Flexible to the availability of the volunteer.
- Location:** Missouri Town 1855 – Fleming Park.

## Museum Interpreter for Fort Osage

- General Description:** Leads school groups and individual visitors through the Fort Osage Museum.
- Qualifications:** A pleasant, outgoing personality that enjoys talking to and visiting with the public. A strong interest in frontier history and good public speaking skills is most helpful.
- Duties:** Introduce the museum to patrons through oral presentation of exhibits. Assist with any hands-on activities and occasionally assist in the Gift Shop.
- Training:** Orientation to Jackson County Parks + Rec and to the goals and objectives of Fort Osage plus on-the-job training.
- Time Commitment:** Flexible to the availability of the volunteer.
- Location:** Fort Osage – Sibley, Missouri.

## Herb Gardener for Missouri Town 1855

- General Description:** Plant, weed, water and care for herb plants. Provide demonstrations to visitors.
- Qualifications:** An interest in learning about heirloom herbs, 19th century life-styles and uses of herbs. Enjoyment of gardening and working outdoors is most helpful. Good speaking skills for educating the public about herb gardening. Period attire must be worn when the Town is open to the public.
- Duties:** Plant, weed, and water the herb garden. Relate 19th century history and herbal use to the visitors.
- Training:** Orientation to Jackson County Parks + Rec and to the goals and objective of Missouri Town 1855 plus on-the-job training.
- Time Commitment:** Flexible to the availability of the volunteer.
- Location:** Missouri Town 1855 – Fleming Parks

## Gift Shop Host for Missouri Town 1855

- General Description:** Greet visitors as they enter the Gift Shop by giving an orientation to the site.
- Qualifications:** A strong interest in Missouri history, especially around 1855. The ability to greet the public and to communicate effectively with a pleasant, positive attitude.
- Duties:** Answer visitor's questions about Missouri Town 1855, special events and Jackson County Parks in general. Help Gift Shop attendant with visitors.
- Training:** Orientation to Jackson County Parks + Rec and to the goals and objectives of Missouri Town 1855 plus on-the-job training.
- Time Commitment:** Flexible to the availability of the volunteer.
- Location:** Missouri Town 1855 – Fleming Park

## Office Assistant for the Historic Sites Office

- General Description:** Assist in clerical duties at the Historic Sites office.
- Qualifications:** A pleasant, outgoing personality that enjoys interacting with people. Ability to learn how to work a computer plus phone skills.
- Duties:** Answer phones, type/data entry, bulk mailings, make copies, file catalog library, etc.
- Training:** Orientation to Jackson County Parks + Rec and to the goals and objectives of the Historic Sites plus on-the-job training.
- Time Commitment:** Flexible to the availability of the volunteer.
- Location:** Historic Sites Office – Fleming Park.

## Kemper Outdoor Education Center

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### Outdoor Education Assistant

- General Description:** Assist in conducting programs for large groups, developing and maintaining nature center exhibits and writing articles for the newsletter.
- Qualifications:** A good general knowledge of natural resources, plants and wildlife, good communication or public speaking skills and enjoyment in working with people.
- Duties:** Assist in conducting programs for groups. Develop and maintain nature center exhibits.
- Training:** Orientation to Jackson County Parks + Rec and to the programs, goals and objectives of the Kemper Outdoor Education Center plus on-the-job training.
- Time Commitment:** Flexible to the availability of the volunteer and the scheduling of visiting groups.
- Location:** Kemper Outdoor Education Center – Fleming Park.

### Gardener

- General Description:** Assist with the care of plants in the designated gardens of the Kemper Outdoor Education Center and other park gardens.
- Qualifications:** A strong interest in working with plants in the gardens and landscapes, enjoyment in working with people and greeting the public.
- Duties:** Water, weed, prune, plant and label plants plus other maintenance activities necessary for the care of plants and gardens.
- Training:** Orientation to Jackson County Parks + Rec, to the programs, goals and objectives of the Kemper Outdoor Education Center plus on-the-job training.
- Time Commitment:** Flexible to the availability of the volunteer; needed primarily on weekdays, twice a week, for approximately four hours per day.
- Location:** Kemper Outdoor Education Center – Fleming Park.

## Natural Resources

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### Adopt-A-Programs

- General Description:** The Adopt-A-Program was established for the Jackson County Parks + Rec Department in the spring of 1989 with the Adopt-A-Parkway Program. Since that time, the Adopt-A-Park, Adopt-A-Park Road, Adopt-A-Shoreline and Adopt-A-Trail Programs have been instituted.
- Qualifications:** Love of the outdoors, desire to beautify park areas.
- Duties:** Adopters perform general maintenance to their favorite site in accordance with Parks Department guidelines. Examples of tasks include clearing downed trees and loose rock, collecting ground trash, pruning brush and limbs, controlling invasive plant species and repairing pathways.
- Training:** Orientation to Jackson County Parks + Rec and on-the-job training.
- Time Commitment:** Volunteers work as needed, about two to four hours each month at their own pace and on their own schedule.
- Location:** Jackson County Parks + Rec park sites, lakes and streams.

### Park Projects Assistant

- General Description:** "Hands-on" projects that promote the beautification and maintenance of park land.
- Qualifications:** Must enjoy being outdoors and working in groups with new people. An interest in environmental projects is helpful.
- Duties:** Planting trees, lake clean up, building trails, removal of invasive plant species and improving historical sites or recreation areas.
- Training:** Orientation to Jackson County Parks + Rec and on-the-job training.
- Time Commitment:** Volunteers work as needed, about two to four hours each month at their own pace and on their own schedule.
- Location:** Throughout Jackson County Parks.

## Special Population Services

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### Activity Aide

- General Description:** Assist with the mainstreaming of physically and developmentally challenged individuals.
- Qualifications:** A positive attitude, works well with people and accepts each consumer as an individual.
- Duties:** Assist the patron(s) in everyday activities and special events.
- Training:** Orientation to Jackson County Parks + Rec and the goals and objectives of the Special Population Services plus on-the-job training.
- Time Commitment:** Year-round, days, evenings, and weekends designed around the availability of the volunteer.
- Location:** Longview Special Recreation Building/Horse Park.
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# Volunteer Office

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## Office Assistant

**General Description:** Assist Volunteer Coordinator with administrative tasks.

**Qualifications:** Professional appearance with an outgoing personality. Office and computer skills preferred.

**Duties:** General office tasks such as data entry, mailings and filing. Maintain media clippings in yearly resource book.

**Training:** Orientation to Jackson County Parks + Rec and on-the-job training.

**Time Commitment:** Approximately 12 hours per month, flexible to the availability of the volunteer.

**Location:** Administration Building – Fleming Park.