



## Woodhouse Park Volunteer Wardens



Woodhouse Park provides a wide range of activities and camping facilities. There is an increasing demand for these to be made available to our young members.

Accordingly a team of volunteer wardens is sought so that a rota of cover can be established for evening cover together with support during the summer holiday period (daytime). The duties are described in the Job Description below.

### Job Description

#### Summary of duties:

To provide evening/daytime cover at Woodhouse Park when the wardens are not on duty.

Activity Instructors will have been booked for the period by County Office, and their names will be supplied in advance to the volunteer warden on duty.

The Duty Warden will ensure that all necessary equipment is available and appropriate buildings accessible.

#### Responsible To:

The Chairman of Woodhouse Park Management Sub Committee

#### Points of Liaison:

Woodhouse Park Bookings Secretary at County Office

#### Main Tasks:

Unlocking/Locking buildings for activities

Issuing equipment for activities

Ensuring all equipment is returned and locked away

Ensuring the safety and security of the site (eg: checking that no un-authorized persons are on site), buildings and gates are secure and fires out etc.

Reporting any damage or urgent problems (eg: water leaks, unsecured buildings etc)

Ensuring that the site is tidy and well presented at all times.

To be available as point of contact for site users in case of emergency or support required.

Ensuring that all accidents to persons on site are reported in accordance with current regulations.

#### Expenses:

Expenses for travel will be reimbursed at the rate of £0.30 per mile payable monthly in arrears and subject to the submission of claim forms.

Enquiries will be welcomed and telephone applications should be made to County Office