

City of Sedona

VOLUNTEER PARK RANGER

GENERAL INFORMATION



Program Mission Statement

The City of Sedona Volunteer Park Rangers are a uniformed highly motivated, trained and diverse group who are dedicated to serving the community, our residents and visitors. The Rangers serve under the City's Department of Parks and Recreation and have three specific priorities:

1. Serve the Department of Parks and Recreation by providing uniformed personnel to assist with the management of park events and protection of the City's Park System.
2. Provide year-round visitor services by serving as City ambassadors in high visitor use areas. This includes answering visitor's questions, responding to emergencies, providing interpretive services, and reporting illegal activities, immediate hazards and maintenance concerns.
3. Support community activities and provide community-wide support during emergencies.

Scope of Work

Park Rangers are uniformed representatives and ambassador for the City of Sedona. Duties include, but are not limited to, assisting with P&R events, answering visitor's questions in Uptown, support the City Park System and assisting at City sponsored events.

Rangers may also be called upon to provide first responder medical assistance and assist other departments/agencies during an emergency.

Uniform Standards

The City provides the basic uniform at no cost to the volunteer. Rangers are responsible for maintaining their uniform and meeting uniform standards. Any uniform item purchased with City funds remain property of the City and may be recalled at anytime.

Ethics

The Sedona Volunteer Park Ranger will:

- Treat all persons whether resident, visitor or merchant, fairly and equally without regards to gender, age, ethnicity, physical or mental disabilities, or personal prejudices.

- Treat fellow rangers, supervisors, fire/police personnel, and City/Public officials with respect while on duty.
- Report any accident/serious incident, violation of ethics, or questionable/illegal activity involving any employee to their Supervisor immediately.

The Sedona Volunteer Park Ranger will not:

- Accept gratuities from visitors for services provided as part of their duties.
- Use tobacco, or consume alcohol or give the perception of such while on duty.
- Personally accept from merchants any special treatment or gratuity including, but not limited to cash, merchandise, discounts, meals, perks or enticements without the approval of the City. This does not include free samples being offered to the general public or discounts routinely offered to residents.
- Show special preference or bias toward an individual merchant based on a personal opinion.
- Report to duty without the proper uniform, unfit to perform the tasks or under the influence of drugs or alcohol.
- Engage in any political activities including the wearing of badges or pins that express a personal political view, position or endorsement.

Training

Basic minimum training will include EMS First Responder, the use of CPR and AEDs, blood-borne pathogen avoidance, traffic control, basic orientation to police/fire operations, basic orientation to P&R resources and park protection procedures, employee ethics, and basic visitor services training.

Tour of Duty

Because of the City's investment in uniforms and training, the SVPR will be required to volunteer a minimum number of hours per month. A bimonthly tour of duty will be developed cooperatively between the volunteer and his/her supervisor.

Physical and Other Requirements

All current positions require standing or walking for long periods of time; however, reasonable accommodations will be made for persons with disabilities.

Applicants must be 18 years old or older. There is no upper age limit and "senior" citizens are encouraged to apply.

While all candidates must undergo a background check to fully participate in the program, a person may have limited participation in the program as a supervised "probationary" volunteer while awaiting background check results. The City however may choose not to order their uniform until the volunteer has successfully completed their background check.