

# City of Solvang

## Park Host Position, Hans Christian Andersen Park

Dear Applicant,

Thank you for your interest in the park host position in Hans Christian Andersen Park. In choosing the Volunteer Park Host, the Parks and Recreation Director will review applications based on the applicant's knowledge of park maintenance and their general people skills. Interviews will be arranged before a final selection is made.

The selected host will be asked to sign a service agreement with the City of Solvang for a period of six months, which may be cancelled by either party with thirty days written notice. It may also be extended by mutual consent.

Qualifications are:

- Possess good communication skills.
- Be in good physical condition, able to lift 30lbs, pass City physical exam, drug screening and background check.
- Be able to follow direction, learn and implement work procedures.
- Work independently; willingness to work weekends, holidays and irregular hours; ability to meet the public courteously and be sensitive to the needs and attitude of others.
- Possess a valid CA driver's license.
- Possess a valid First Aid/CPR Card (preferred).
- Bilingual (preferred)

### Hans Christian Andersen Park

Location: Hans Christian Andersen Park is a beautiful 52-acre park located at 633 Chalk Hill Road in Solvang.

Services: Moments from downtown, this park has four group picnic areas, two playgrounds, four tennis courts, horseshoe pits and a full loop hiking trails throughout the park.

History: This Park was purchased from the County of Santa Barbara in 1985 during incorporation.

Flora and Fauna: The park is covered with live oak trees and has slopes of natural grasses. Adobe creek runs through the entire park and flows seasonally.

**Please fill out the attached (as well as City of Solvang Employment Application) and return it to the City of Solvang, 1644 Oak Street, Solvang, CA. Or, you may e-mail it to: Maricela Flores [maricelaf@cityofsolvang.com](mailto:maricelaf@cityofsolvang.com)**

**CITY OF SOLVANG - HANS CHRISTIAN ANDERSEN PARK  
CAMP/PARK HOST APPLICATION**

Date:	
Name: <i>(First, Middle, Last)</i>	
Preferred Name:	
Address:	
Phone/cell number:	
E-mail:	
Date of Birth:	SSN:

**SKILLS/INTERESTS:**

Do you have any particular skills you would like to use as the park host?

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Have you volunteered as a camp/park host before? (Circle one) **YES NO**

If so, list the location(s), dates, and duties:

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Other volunteer experience:

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Are there any accommodations needed to perform the duties of a camp/park host?

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**REFERENCES:**

List three persons not related to you who know your qualifications.

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Why do you want to be a camp/park host in Solvang?

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

How did you learn about our camp/park host program?

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

Will you have an additional vehicle? YES NO

How many and type?

\_\_\_\_\_

Will you have a pet with you? YES NO

If so, what kind?

\_\_\_\_\_

How many family and/or non-family members would be living with you?

\_\_\_\_\_

Please list their relations:

\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_

## HOST AGREEMENT

This Agreement is made by and between the City of Solvang, hereinafter referred to as "Solvang" or "the City" and \_\_\_\_\_ hereinafter referred to as "Host";

### **RECITALS**

**WHEREAS**, Solvang owns and manages public property known as the Hans Christian Andersen Park.

**WHEREAS**, it is in the best interest of Solvang to have a resident in said park for safety and security purposes.

**WHEREAS**, under State law Solvang may contract with any person for the furnishing of special services and may enter into managerial contracts involving the lease of all or part of Solvang owned, leased or managed property devoted to park or recreational uses.

**WHEREAS**, Host is desirous of residing in a mobile home provided by Solvang in said park and desires to perform certain tasks in said park in exchange for the right to reside therein, and Solvang requires residence in the mobile home as a condition of employment to ensure the safety and security of the mobile home and the park.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions herein contained the parties agree as follows:

1. The term of this Agreement shall be 180 days and shall automatically renew unless, not later than 30 days prior to the end of the term or any extension thereof, one party notifies the other of the termination of the Agreement.

2. Solvang shall furnish the premises at no cost to Host and pay all charges for water, sewage disposal, and refuse disposal. Host shall be responsible for any other utilities. Solvang shall provide use of a City vehicle for use only within the park, except for the purpose of re-fueling.

3. Solvang may enter upon the premises at any and all reasonable times to examine the condition thereof, and for the purpose of providing maintenance in making such repairs as Solvang deems necessary to make. Host hereby accepts the premises in its "as is" condition existing as of the execution date of this Agreement subject to all applicable zoning, municipal, county, state, and other governmental laws, ordinances and regulations governing and regulating the use of the premises, and any easements, covenants, restrictions or other matters of record, and accepts this Agreement subject thereto and to all matters disclosed thereby. Solvang will make improvements and repairs to the premises when considered necessary by City, including but not limited to the repair of roofs, heaters and water heaters, replacement of broken plumbing fixtures and water service pipes to fixtures. City may, at its option, provide stoves, ovens, and a refrigerator. City will provide only such additional maintenance as is deemed necessary by City.

In the event Host encounters a condition, which, in his/her view, requires maintenance, he/she shall submit a written request to City's City Manager to repair such condition. City shall not be obligated to make such repairs unless it deems such repairs necessary to protect the premises. Should Host replace drapes and carpets, stoves, ovens, refrigerator, roofs, heaters and water heaters, broken plumbing fixtures, water service pipes to fixtures, or any other items without prior written approval from City Manager, any replacement costs and expenses shall be borne solely by Host, and such improvements shall become the property of City. Host is responsible for all minor repairs, including but not limited to clogged drains, leaky faucets, and broken windows. Minor repairs are defined to mean any repairs costing less than \$500.00. Host will properly use and operate all electrical, gas, and plumbing fixtures and keep them as clean and as sanitary as their condition permits. Host is responsible to maintain the exterior of the premises and the surrounding grounds in a reasonable manner considering that the property is owned by City and is in the public view.

4. The Host shall provide a \$2,000.00 cleaning/damage deposit that will be refunded if the premises are in the same condition that it was received in.

5. Host shall be responsible for keeping the premises in a clean and orderly condition and shall perform regular grounds maintenance and the watering of all plantings and landscaping on the premises.

6. Host may not erect any television or radio antenna, flagpole or similar structure on the premises or on any other portion of the park without first obtaining written approval from Solvang.

7. Host may not conduct or operate any commercial or personal business out of or on the premises.

8. Host shall park all personal motor vehicles in the area designated by Solvang.

9. Host will not perform major vehicle maintenance on the premises or within the park boundaries and will not store or abandon inoperative vehicles on the premises or within the park boundaries.

10. Host may be allowed to store a recreational vehicle or boat on the premises by first obtaining the written approval of Solvang.

11. Host shall indemnify, defend, and hold Solvang, its officers, elected officials and employees harmless from all claims, costs, expenses and liabilities arising out of or in any way connected with the use or occupancy of the premises by Host or Host's guests and invitees.

12. Host will notify Solvang in advance if Host will be absent from the park site for any period of time, which will prevent performance of any duties set forth by Solvang.

13. Host shall not permit anyone other than Host and his/her immediate family to reside on the premises for more than five (5) consecutive days without first obtaining written consent of City's City Manager. In any case, there shall be no more than (5) occupants, including Host.

14 Host shall not transfer or assign the responsibilities of any assigned work or tasks or any of the rights established by this Agreement.

15. Host waives the right to claim damages from the City for any damage resulting to the premises in the event that it is damaged or destroyed by fire and any other cause. Solvang shall not be responsible for loss of any personal property on the premises unless such damage or loss is due to the City's sole negligence.

16. Any and all changes or modifications of this Agreement shall be in writing and mutually agreed upon by both parties hereto.

17. It is mutually agreed that either party hereto may terminate this Agreement by giving thirty (30) days written notice to the other party. Such notice may be given with or without cause. Host explicitly recognizes that he/she is a "contract" employee as that term is defined in the Solvang Personnel Handbook, and Host recognizes there are no property rights or other vested rights implied in the employment created by this Agreement. Host agrees that Host shall vacate the premises immediately upon termination of the Agreement.

18. Attached is a list of Park Host duties. Host is not entitled to and shall not be paid compensation or any employee benefits from Solvang for fulfilling the conditions of this Agreement. Host understands and agrees that the premises are provided by Solvang as a convenience to Solvang. Host is required as a condition of employment to reside on the premises, and the sole consideration for Host performing the duties of this Agreement is the ability to live in the premises. Host hereby acknowledges and agrees that he/she agrees to perform, on average nineteen (19) hours per week, those duties set forth in Exhibit A. Host hereby acknowledges and agrees that he/she is solely responsible for all tax obligations, if any, including but not limited to all reporting and payment obligations, which may arise as a consequence of this Agreement. Host agrees to indemnify, defend (upon request by Solvang) and hold Solvang, its elected officials, agents, officers and employees harmless from and against any and all and all losses, costs, expenses, claims, liabilities, actions or damages arising out of any dispute over the tax treatment of the benefits received by Host as a result of this Agreement.

19. This Agreement contains the entire agreement of the parties hereto and no obligation other than those set forth herein will be recognized absent an amendment to this Agreement.

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Park Host

**CITY OF SOLVANG**

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Brad Vidro, City Manager

## **HANS CHRISTIAN ANDERSEN PARK PARK HOST DUTIES AND RESPONSIBILITIES**

**DEFINITION:** The Park Host shall maintain a presence in Hans Christian Andersen Park designed to encourage park visitors to safely and properly use all facilities. In addition to reporting incidents of concern to the proper authorities, the Park Host will perform regular maintenance tasks and patrol duties under the supervision of the Parks and Recreation Department.

**QUALIFICATIONS:** A Park Host should:

- Possess good communication skills.
- Be in good physical condition, able to lift 30lbs, pass City physical exam and background check.
- Be able to follow direction, learn and implement work procedures.
- Work independently; willingness to work weekends, holidays and irregular hours; ability to meet the public courteously and be sensitive to the needs and attitude of others.
- Possess a valid CA driver's license.
- Possess a valid First Aid/CPR Card. All coursework or classes (time and costs) are the responsibility of the park host.
- Bilingual (preferred).

**COMMITMENT:** Park Host shall work approximately four hours per day, five days per week (for a total of 19 hours) with two consecutive days off (Tuesday, Wednesday). The park host is still responsible for closing/locking the park and skate park on Tuesdays and Wednesdays. If due to vacation time or other reason the park host is not able to close/lock the park they must make arrangements with other responsible party or parks staff and any and all arrangements must be with the permission of the Parks and Recreation Director. The Park Host will be given and required to wear a City uniform while working. The uniform will consist of a collared Parks Division shirt and a hat (optional). Park Host will work holidays or additional days as needed and/or requested. Vacation time (up to two weeks per year) must be pre-arranged with the Parks and Recreation Director. Time off must be requested with at least two weeks advance notice. It is recommended that vacations not interfere with the peak season (late spring, summer) of the park.

**BENEFITS:** The City will provide a mobile home residence and utilities (water, sewer) in exchange for employment services required of the Park Host. Park Host will have use of City vehicle only within the park, except for the purpose of re-fueling. Park Host will have to pay for gas (residential) and electric through area utilities companies. Trash service is also provided.

## **PARK HOST RESPONSIBILITIES:**

### **Daily morning duties:**

1. Open front gate at 8:00 am.
  - a. Daily cleaning and prepping responsibilities should begin immediately after 8:00 am or earlier.
2. Open skate park gate at 10:00 am.
3. Clean/restock restrooms including:
  - a. Sweeping interior and immediately around the restroom's entrance.
  - b. Mopping interior with provided equipment and cleaners.
  - c. Proper cleaning of stalls, toilets (including plunging of toilet back-ups), sinks.
  - d. Restock all paper goods, i.e. paper towels, toilet paper.
  - e. Restock hand soap.
  - f. Remove any signs of graffiti and report graffiti to Parks employees.
  - g. De-cobweb rafters, corners, ceilings and other areas of restrooms.
  - h. Empty trashcans and replace liner.
4. Empty trashcans throughout park (trash may be dumped at trash dumpster at the park's entrance – other dumpsters are available at the Solvang Veterans Hall and Sunny Fields Park if HCA dumpster is full).
5. Pick up general park litter around all picnic sites, all walking trails, skate park, tennis courts, playgrounds, parking lots, along and inside the creek, etc. by 10:00am.
6. Prepare all picnic sites that are reserved for the day (see "On as an needed basis.").

Preparations include:

  - a. Empty trashcans and replace liners
  - b. Blow/rake the grounds at the picnic site.
  - c. Wash tables.
  - d. Hang reservation signs to notify public.
  - e. If in Area D, the barbeque must be unlocked.
  - f. If in Area D, prepare the kitchen including:
    - i. Mopping floor.
    - ii. Clean counters.
    - iii. "Sheila Shine" stainless steel.
  - g. If in Area D or Area A, the gate to allow cars to the site must be opened.
  - h. Those areas that are not reserved should still be properly cleaned for general use by the public. This includes trash removal, clean picnic tables, and clean grounds.
  - i. After the conclusion of all rentals/reservations, the park host must report to the Parks and Recreation Department, Recording Clerk, the condition in which the site was left to allow the Clerk to determine the refund amount.

### **Daily afternoon/evening duties:**

1. Close front gate and skate park gate at designated time after confirming all visitors have left. It is advisable when closing the skate park to inform the users that the park will be closing allowing them a few minutes to gather their belongings.
2. Clean out skate park of trash and any lost and found items. Lost and found items may be kept in your possession for up to two weeks to return to proper owner. Any items not claimed after two weeks can be delivered to the Parks and Recreation office or given to a Parks Division employee.
3. Close and lock restrooms.
4. Empty truck bed of all full or partially full trash bags into appropriate dumpster(s).
5. Keep daily activity log; include supplies needing to be purchased.

### **On a weekly basis:**

1. Contact Recreation Recording Clerk each Friday for group area reservations during the weekend or scheduled throughout the week.
2. Maintain mobile home. The mobile home and its landscape is a very visible piece of the park and must be presented to the public in very good condition. The landscape should have excellent "curb appeal." Routine and regular household and landscape duties include:
  - a. mowing all lawn areas
  - b. raking of grounds
  - c. watering of grass/plants
  - d. regular weeding
  - e. proper pruning/maintenance of landscape plants
  - f. removal of dead plants, excess foliage, excess leaves, etc.
3. Keep exterior of mobile home free of clutter including storage boxes, car parts, general trash and other items that should be properly stored inside and away from public view.
4. Empty small barbecue pits and rake the area immediately around the barbecues.
5. Rake and clear DG walking paths throughout park.

### **On a monthly basis:**

1. Pay residential phone, gas and electric bills.
2. Sweep or blow and wash tennis courts (unless needed more often). (As of January 2010) Tennis courts are used regularly Monday, Wednesday, Friday mornings from 9:00am-11:30am. Courts are often used during after-school hours or through parks and recreation activities which are posted on the marquee outside of the tennis courts. Court washing should be scheduled during non-use hours. Courts should be cleaned two at a time so that members of the public may have access to the other two courts.
3. Clean provided park host truck including washing the vehicle and cleaning the interior. Truck is provided to the park host by the City and it is the responsibility of the park host to maintain the truck's cleanliness.
4. Rake picnic areas and picnic rings.
5. Blow curbs in parking lots.

### **On an as needed basis:**

1. Prepare group areas for reservations by 10:00am daily. Check with the Parks and Recreation Recording Clerk for reservations on a weekly basis.
2. Monitor visitor attendance daily and inform them of park rules in a friendly and open manner. It is important to realize that the park host is representing the City when dealing with visitors and as such should always act appropriately, courteous, professional and polite.
3. Contact the Sheriff's Department if there are any law enforcement problems.
4. Assist Park staff as needed on specific projects.