

## **JOB DESCRIPTION**

### *Campground Host*

Duties will include, but are not limited to the following:

*Serve as liaison between park users & park staff.*

1. Greet and assist visitors, answer questions and explain regulations which apply to them. Distribute maps, copies of park rules and regulations, and brochures about State Parks. May assist campers in locating a campsite, be familiar with local points of interest and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.

Will perform light maintenance work around the campground such as litter pickup, sweeping and stocking of restrooms, provide information to park staff on potential problems, and disseminate information to campers.

2. May assist in campground public relations, educational activities, and special events/activities.
3. Clean campsites by performing minor maintenance tasks such as raking the campsite pad, washing tables, cleaning out fire rings, picking up litter, reporting any damage to your supervisor. Each site must be cleaned after every camper checks out and before another checks in.
4. Host shall not attempt to discipline or apprehend any park violators. Host will report all disturbances to park staff.

#### **LAW ENFORCEMENT WILL BE DONE BY CERTIFIED ENFORCEMENT RANGERS ONLY.**

You are to inform campers of rules and regulations, but are not to participate in any high risk activity.

Host must set an example by being a model camper practicing good housekeeping at all times in and around their assigned site and by observing all rules and regulations.

5. Host is expected to work most weekends and all holidays during their term.

Be observant for activities within the campground requiring immediate attention - ranging from a tree needing to be trimmed to a problem camper. Notify the park manager as these problems arise.

Other minor tasks that might be asked of a Campground Host:

- \* Straighten barrier posts
- \* Sweep cobwebs from buildings
- \* Trimming or weeding
- \* Keep track of occupied or vacant campsites
- \* Direct campers to vacant sites
- \* Remind campers to register at park fee collection station
- \* Remove expired camper receipts from site marker posts
- \* Assist park staff with camper reservation process
- \* Inform incoming campers where family or friends are located.

11. Keep a written report of complaints and criticism of park facilities, report situations that could affect the health and safety of visitors, and report any maintenance items which need immediate attention. May maintain other written records as requested by the Park Manager.

\*May be assigned other duties and projects not listed.

*Working Conditions:*

Work is mostly outside in hot, cold, wet, humid, or windy conditions. Walking or bicycling is required. Must reside in campground.

*Benefits:*

The use of a campsite and all utilities at no charge for the duration of the term of service. Will be issued one or a combination of the following: shirt, vest, or name tag.

*Items Provided by Hosts:*

Mobile camping unit. (RV or trailer)

*Skills required:*

Ability to get along well with people. Ability to remain calm and friendly when confronted with upset visitors. Ability to physically get out and make rounds through the camping area. Ability to adapt to changing work conditions. A good knowledge of the park and surrounding area.

*Time Commitment:*

At least 24 hours of service time per week for a minimum of four (4) weeks, to include most weekends and all holidays. Two consecutive days off in the summer, 3 in the winter.

*Supervision and Training Provided:*

Supervised by Park Manager or his designee. Trained in campground registration procedures, rules and regulations, and host responsibilities.