



## **VOLUNTEER CAMP HOST JOB DESCRIPTION**

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

1. Serve as liaison between park users & park staff. Hosts must always set an example by being a model camper practicing good housekeeping in and around their assigned site and by observing all rules and regulations. Hosts must have ability to answer phone calls and computer for daily reservations and questions regarding site rentals.
2. Greet and assist visitors, answer general questions and explain regulations which apply to them. Be familiar with local points of interest and activities and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.
3. Clean campsites by performing minor maintenance tasks such as ensuring all utilities are off, picking up litter, reporting any damage to the park staff. 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 and hand out necessary compliance violation forms. You are to inform campers of rules and regulations but are not to participate in any high-risk activity. **LAW ENFORCEMENT WILL BE THE RESPONSIBILITY OF THE POLICE DEPARTMENT ONLY.**
5. Host is expected to work weekends and 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 staff as these problems arise. Report situations that could affect the health and safety of visitors and report any maintenance items which need immediate attention.

6. Other tasks that are asked of a Campground Host include:

- \* Direct campers to assigned sites & ensure campers occupy assigned site.
- \* Notify campers who are not registered to contact the registration office.
- \* Assist with camper reservation process.
- \* 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. May be provided a cart, if available for checking grounds. Must reside in campground.

7. Benefits: The use of a campsite and all utilities at no charge for the duration of the term of service.

8. Items Provided by Hosts: Mobile / Self Contained RV.

9. 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 five (5) months, to include weekends and holidays.

10. Time Off: Three (3) consecutive days off each week. Days can be modified to accommodate the host's personal time off.