



**JOB DESCRIPTION**  
**Kootenai County Fairgrounds RV Park**  
**Campground Host**

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

Serve as liaison between park users & Kootenai County Fairgrounds staff.

1. Greet and assist visitors, answer questions, and explain regulations which apply to them. Distribute maps, copies of park rules and regulations. 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, cleaning and stocking of restrooms, and provide information to Fairgrounds staff on potential problems.

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, picking up litter, and 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 Fairgrounds staff. You are to inform campers of rules and regulations but are not to participate in any high-risk activity. **Host will call 911 for Law Enforcement if needed.**
5. Host must set an example by being a model camper always practicing good housekeeping in and around their assigned site and by observing all rules and regulations.
6. 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 Fairgrounds staff as these problems arise.

Other tasks that might be asked of a Campground Host:

- \* Sweep cobwebs from buildings
- \* Mowing, trimming or weeding
- \* Keep track of occupied or vacant campsites
- \* Direct campers to vacant sites
- \* Collect fees if necessary
- \* Post upcoming reservations on site marker posts
- \* Remove expired camper receipts from site marker posts
- \* Assist Fairgrounds staff with camper reservation process



7. 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:**

Campsite dates of service will be April 1<sup>st</sup> through October 15<sup>th</sup> with the use of a campsite and all utilities at no charge for the duration of the term of service. Camp Hosts will be issued Camp Host Cell Phone and Laptop for Check In / Check Out during terms of service.

**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, to include most weekends and all holidays. Two consecutive days off per week in the summer.

**Supervision and Training Provided:**

Supervised by Kootenai County Fair Manager or his/her designee. Trained in campground registration procedures, rules and regulations, and host responsibilities.