



**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.
2. Will perform light maintenance work around the campground such as litter pickup, sweeping and stocking of restrooms, provide information to Fairgrounds staff on potential problems, and disseminate information to campers.
3. May assist in campground public relations, educational activities, and special events/activities.
4. Clean campsites by performing minor maintenance tasks such as raking the campsite pad, washing tables, picking up litter, reporting any damage to your supervisor. Each site must be cleaned after every camper checks out and before another checks in.
5. 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.**
6. 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.
7. 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.
8. Other minor tasks that might be asked of a Campground Host:
  - \* Daily maintenance and cleaning of restrooms
  - \* Sweep cobwebs from buildings
  - \* Trimming or weeding
  - \* Keep track of occupied or vacant campsites
  - \* Direct campers to vacant sites
  - \* Collect fees if necessary
  - \* Remind campers to register at park fee collection station
  - \* Post upcoming reservations on site marker posts
  - \* Remove expired camper receipts from site marker posts
  - \* Assist Fairgrounds staff with camper reservation process
  - \* Inform incoming campers where family or friends are located.
9. 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 terms of service, April 1<sup>st</sup> through November 1<sup>st</sup> with full hook-ups. The use of a campsite and all utilities at no charge for the duration of the term of service. Camp Host's 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 in the summer.

**Supervision and Training Provided:**

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



**CAMPHOST APPLICANT INFORMATION**

Job Title Applying For		Date
Name Last		First
MI		
Residence Address	Mailing Address (If different)	City, State, Zip
Home Telephone	Work/Cell Telephone	E-Mail Address
Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you legally eligible for employment in the United States (Immigration Reform and Control Act of 1986)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
As an adult, have you been convicted of an offense other than a minor traffic violation? (A "Yes" answer does not automatically disqualify you. Convictions are evaluated for each position and are not necessarily disqualifying.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do You Have A Current Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> No		

List each position separately, even if held with the same employer. Include all unpaid and volunteer work. List your work history in chronological order, with current or most recent job first. Describe each position separately, emphasizing your professional, supervisory and committee duties. Give special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

**EMPLOYMENT HISTORY**

Employer	Employment Dates (Mon/Year) From	To
Address	Hours Worked per Week (Average)	
Applicant's Job Title	Present/Last Annual Salary	
Name, Title & Phone # of Immediate Supervisor	Reason for Leaving	

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## PROFESSIONAL REFERENCES

NAME	ADDRESS	TELEPHONE #	OCCUPATION/TITLE

By signing below, I authorize the North Idaho Fair Board to investigate my references; to communicate with my employers; to make an independent investigation of my character, conduct and employee history and to keep and preserve records of such investigations as it sees fit.

I understand that this is an unpaid position and the use of campsite and all utilities at no charge for the durations of the term of Service.

I affirm that I release from liability any employer, person or employee supplying honest and accurate reference information regarding me and my previous employment.

I also release the North Idaho Fair Board from all liability which may result from investigation information in the application materials.

I affirm that all information on this application is true to the best of my knowledge.

I understand that falsification or misrepresentation of information on this application or other documents in connection with my employment with the North Idaho Fair Board may result in disqualification from employment consideration and/or termination of employment regardless of when it is discovered.

If employed, I agree to read and comply with the North Idaho Fair Board's policies and procedures.

SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

Applications will be accepted until the position is filled.

For more information email or phone, the Fair Office at 208-765-4969 or email [fair@northidahostatefair.com](mailto:fair@northidahostatefair.com)

Thank you for your response.

When you have completed this form, please send it to: North Idaho State Fair

4056 N Government Way

Coeur D'Alene, ID 83815