

# **JOB DESCRIPTION**

## **Campground Host**

**Job Title: Campground Host**  
**Department: Parks**  
**Reports To: Campground Manager**  
**FLSA Status:**  
**Prepared By: Recreation/Facilities Director**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

**Summary: Serve as liaison between park users and park staff.**

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

Distribute maps, copies of park rules and regulations, and brochures about recreation and point of interest. May assist campers in locating a campsite, be familiar with local points of interest and locations of services that might be requested by campers.

Will perform light maintenance work around the campground such as litter pickup, cleaning and stocking restrooms. 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 booth
- \* Assist park staff with camper reservation process

Inform incoming campers where family or friends are located.

Clean campsites by performing minor maintenance tasks such as raking campsite pad, washing tables, cleaning out fire rings, picking up litter, reporting any damage to park manager. Each site must be cleaned after every camper checks out and before another checks in.

Host shall not attempt to discipline any park visitor. Host will report all disturbance to park staff. 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 by practicing good housekeeping at all times around their assigned site and by observing all rules and regulations.

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.

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

***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.

***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 Campground Manager or his/her designee. Trained in campground registration procedures, rules and regulations, and host responsibilities.