

## SPOKANE COUNTY PARKS POSITION DESCRIPTION

### **TITLE: CAMPGROUND HOST**

DEPARTMENT: PARKS & RECREATION

REPORTS TO: RECREATION PROGRAM MANAGER

SALARY GRADE: VOLUNTEER

### **POSITION PURPOSE / SUMMARY**

This position serves as a liaison between campground users and park staff and resides at Spokane County Parks' Liberty Lake campground facility from May 15<sup>th</sup> through September 15<sup>th</sup>. This position reports to the Recreation Program Manager and assists with campground operations. This is a volunteer position with a minimum commitment of four weeks and schedule set through negotiations with County Parks and Recreation Department Staff.

This position's primary responsibilities are: to be a visible representative of the campground; to promote care of the campground by performing light maintenance work and being a model camper; to greet and assist visitors; to inform visitors of campground rules; to answer questions; to distribute facility information; and to collect and monitor camping fees and permits.

The successful candidate may have the opportunity to work outside of the Host position, in a separate paid position for the parks department as a seasonal extra-help parks maintenance employee focusing on maintenance duties outside of the campground.

### **EXAMPLES OF DUTIES**

Customer Service and Campground Management:

- Serves as a liaison between campground users and park staff.
- Lives in the campground in order to provide a personal touch and to accommodate the needs of park visitors.
- Assists visitors/campers by providing information about the park, answering questions, and explaining rules.
- Collects campground user fees and monitors compliance with campground and park rules.
- Keeps track of occupied sites and directs campers to vacant sites.
- Sells firewood when available.
- Is observant for activities within the campground requiring immediate attention.
- Courteously advises campers of unintentional or minor violations and reports flagrant violations to law enforcement or park personnel.
- Contacts park's staff and/or law enforcement when emergencies occur.
- Monitors campground traffic and directs park users to day-use areas.
- Works as a team member of the parks staff.

Campground Maintenance; performs light maintenance work around the campground such as:

- Tidies restrooms and replenishes supplies as needed.
- Picks up litter in and around campsites.
- Irrigates lawn areas within the campground.
- Bundles firewood.
- Sweeps camp area and cleans picnic tables.
- Reports any damaged tables, trees, or equipment to park staff.

## **WORKING CONDITIONS**

Work is normally performed in an outdoor environment in varying weather conditions. It may require sitting, standing, operating a telephone, small tools, maintenance vehicles, equipment, and use of cleaning supplies. Some lifting of supplies and small equipment may be required.

## **REQUIRED QUALIFICATIONS**

- Valid Driver's License with driving record free from serious or frequent violations.
- Successful completion of a background investigation for each member of the host party.
- Positive feedback from personal and professional references.
- Knowledge of basic first aid is helpful; CPR and standard first aid certifications are a plus.

Campground Hosts should be experienced campers, enjoy the great outdoors, and have a desire to help others enjoy recreating in Liberty Lake Regional Park. Hosts must also be outgoing, friendly, and enjoy meeting people.

## **CONDITIONS**

Campground host volunteers will:

- Sign an agreement committing to a minimum four week timeline.
- Reside at the host campsite complete with sewer, water and electrical service for the length of the agreement; host campsite will have an identifying sign which reads "Camp Host."
- Provide an insured recreational vehicle camping unit, personal equipment and items.
- Set an example by being a model camper, practicing good housekeeping, and by observing all campground rules.
- Work independently within the scope of duties, being accountable to the Recreation Program Manager who will provide training, orientation, and assist throughout the season with questions or concerns.
- Be provided with personal identifying attire.

## **BENEFITS**

The Campground Host volunteer position will include the following benefits for the duration of their service:

- Host campsite complete with sewer, water and electrical service.
- Identifying Attire.
- Training and Orientation for each adult member of the host party.
- Workers' Compensation Insurance.
- Complimentary Family Pass to Liberty Lake Regional Park.

## **SCHEDULE**

Campground Hosts are needed throughout the camping season from May 15<sup>th</sup> – September 15<sup>th</sup>. Hosts are required to be available for a minimum of four weeks.

The Host work schedule will be mutually agreed upon between the Host(s) and the Recreation Manager. The host party (maximum of 4 persons) will be required to provide a minimum of 20 hours of service per week, working 5 days a week including weekends and holidays. Days off will be taken during weekdays, Monday – Thursday (holidays excluded). Hosts will be considered “on-call” at all times of the day and night with the exception of days off.