

# **MARION COUNTY CONSERVATION BOARD CAMPGROUND HOST CONTRACT DESCRIPTION**

## **INTRODUCTION**

This position is located within a camping area at one of the Marion county parks. The applicant chosen will serve as a Campground Host (CH) providing a variety of services to the public. A full hookup campsite will be provided free of charge for the Campground Host.

Applicants will be required to schedule a visit with the resident Park Ranger to become oriented with the park rules and procedures prior to commencing Campground Host positions.

**\*NOTE: Campground Host's are considered contractors to Marion County and are not employees of Marion County in any way.**

## **REQUIREMENTS**

1. Must possess a valid driver's license.
2. Be physically fit enough to complete the tasks described within the job description.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

For periods of time during the year as established in the Campground Host Program Agreement, the CH serves as a "live-in" host at the campground in the designated park.

The primary responsibilities of the CH are:

1. Make sure campers are registered in a timely manner and keep self-registration box stocked with camping receipts.
2. Check bathroom and shower facilities periodically on a daily basis. The CH will be sure the facilities are clean and operational. Cleaning duties include but are not limited to, cleaning toilets, wiping down toilet stall dividers if needed, sweeping the floor, mopping floors if needed, refilling soap and tissue dispensers, cleaning sinks, counter tops and mirrors, changing trash bags and plunging toilets.
3. Assist campers by answering questions and explaining park rules and regulations.
4. Act as liaisons between campers and park staff, providing information to park staff about potential problems, restroom conditions and disseminating information to campers, etc.

5. Other than being observant and advising campers and visitors if unintentional infractions, **CH's will not do any law enforcement.** Flagrant violations will be reported to the resident Park Ranger or the Park Ranger on duty.
6. Set a good example by being a good housekeeper in and around their assigned site and by observing park rules and regulations.
7. Will be expected to work weekends and holidays during their term as CH.

### **PHYSICAL DEMANDS**

Work requires the ability to stand, walk, climb and to use hands to fingers, handle or fell objects, reach with hands and arms, stoop kneel, crouch, to speak and hear, and to occasionally lift, pull or drag objects or items that weigh up to 25 lbs.

### **ENVIRONMENTAL ADAPTABILITY**

Primarily outside work subject to changes in temperature and humidity levels, some can be extreme, dust, fumes and moving parts.

### **CONTROLS OVER POSITION**

CH's generally work independently. The resident Park Ranger or other park staff is available daily to help answer questions or discuss problems. CH's are responsible to the resident Park Ranger. The resident Park Ranger will familiarize hosts with procedures and provide assistance with any problems that may arise. CH's are not permitted to operate county vehicles or other county equipment.

### **PROOF OF INSURANCE**

CH's will be required to provide a certificate of liability insurance for each motor vehicle the CH will be using in the park.