



# Job Description

## Camp Host

**Always taking Applications**

### About Crook County Parks and Recreation District (CCPRD)

CCPRD is a special district governed by an elected Board of Directors and supported through a property tax levy, grants and other local and state funds. CCPRD owns / manages thirteen parks including three campgrounds. We offer diverse recreation programs and classes for all ages and provide facilities for this purpose.

#### **GENERAL**

- Responsible for knowing and understanding the rules and policies of the District.
- Uses good judgment in making decisions that effect guests and the District.
- Communicates regularly with parks staff and administrative staff concerning the needs of the park.
- This position can be a volunteer, contract employee, or standard employee. This position tends to be seasonal in nature and assists with responsibilities in District operated RV Parks and Campgrounds.

#### **SUPERVISION RECEIVED:**

- Works under the direction of the Parks Supervisor and Business Manager.

#### **REQUIREMENTS**

- Excellent customer service skills.
- Ability to communicate effectively with all types of people.
- Work cooperatively with staff and public.
- Ability to read, write in the English language and perform basic addition and subtraction.
- Work independently within the established policies and procedures of the District.
- The ability to walk on rough or uneven terrain, bending, kneeling, and lifting objects weighing up to 25 lbs.

#### **AREAS OF RESPONSIBILITY**

##### Maintenance:

- Check campground regularly and assure that the park is clean, safe, and orderly.
- Pick up litter in and around the park.
- Clean out fire pits and BBQ's.

- Clean and stock restrooms.
- Clean amenities such as: laundry room, clubhouse, picnic shelters etc.
- Gardening; weeding and watering.
- Clean debris out of sites
- Clean up dog waste and stock bag dispensers.
- Mow lawns, line trim weeds.
- Report any damage of park facilities, buildings, and equipment.

#### Administrative / Customer Service:

- Greet guests, answer their questions and ensure that they are in their appropriate spaces.
- Coordinate with office administration and obtain information concerning reservations in the park.
- Collects fees for miscellaneous sales such as: Firewood, ice, etc.
- Check out departing guests and solicits customer evaluations.
- Read electrical meter(s) and report to admin office when appropriate.
- Fills out campground daily check sheets and turns them in to the admin office.

#### Safety:

- Maintains an orderly site and safe working environment.
- Create a written record of any incident involving property damage, injury, verbal dispute, suspicion of illegal activity and report it to the District office in a timely manner.
- In cases of emergencies, contact appropriate law enforcement agency and parks personnel. Remain onsite to assist with investigation and provide information.
- NOTE: Camp Host(s) are expected to ask people in the park to voluntarily comply with the rules and policies. If voluntary compliance cannot be obtained, the host responsibility is to report the situation to the appropriate law enforcement agency and parks personnel. It is strongly discouraged for a park host to engage in physical or verbal confrontation with any guest or individual in the park. This could result in an investigation of the host.

#### Equal Employment Opportunity

Crook County Parks and Recreation District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex age, national origin, disability, veteran status, or any other classification protected by law.