



## JOB DESCRIPTION

### Campground Host (Volunteer Position)

**Job Title:** Campground Host (**Volunteer**)

**Department:** Campground

**Reports To:** CEO & Campground Manager

**FLSA Status:** Not Applicable – Volunteer

#### POSITION STATUS – VOLUNTEER

This is a volunteer-only position. Camp Hosts are not employees of BPRD and do not receive wages or salary compensation. Service as a Camp Host does not create an employment relationship and does not provide eligibility, preference, or incentive toward future employment with BPRD.

#### PURPOSE OF POSITION

To greet and assist campground visitors, encourage compliance with park rules and regulations, serve as a point of contact between park users and staff, and assist in maintaining a clean, safe, and welcoming campground environment.

#### Compensation (Non-Wage Volunteer Benefit)

Camp Hosts are provided with the use of a designated campsite, including available utilities, for the duration of their approved service term. The assigned campsite has an estimated value of **\$800 per month** and is provided solely in exchange for volunteer services.

This arrangement is non-monetary and is not considered wages or employment compensation. **Camp Hosts do not receive any form of pay, stipend, salary, insurance, or additional employment benefits. The campsite is provided as part of the volunteer agreement and is not exchangeable for cash or other compensation.**

#### LENGTH OF STAY

A full-year commitment is expected for the camp host position. Camp hosts must reside in the campground during their assigned term at the designated campsite provided by BPRD. Camp host position will have an evaluation in October and at the one-year anniversary. The camp host position will be renewed depending on the evaluation for the position. BPRD reserves the right to modify or terminate the host assignment at its discretion. If Volunteer Camp Host tented decides to terminate the role as Camp Host said volunteer needs to give a Two-week notice to the Campground Manager.



## **TIME COMMITMENT**

- Camp Hosts are required to complete a minimum of 24 hours of volunteer service per week. Service must include the majority of weekends and holidays.
- Scheduled days off will be coordinated and approved by the Campground Manager. If a Camp Host will be unavailable during assigned duty days, prior approval from the Campground Manager is required at least 10 business days in advance.
- Specific weekly schedules will be assigned based on operational needs of the campground.

## **WORKING CONDITIONS**

Work is primarily outdoors in varying weather conditions including heat, cold, rain, wind, and humidity. Walking or bicycling throughout the campground is required. The Gator can be utilized to do campground rounds. The Gator is ONLY to be used by approved personnel. Evening presence is required during peak camping periods. Host must reside on-site during their assigned term.

## **SUPERVISION & TRAINING**

Camp Hosts are supervised by the campground Manager or designee and will receive orientation and training on campground procedures, registration processes, park rules and regulations, emergency response expectations, and volunteer responsibilities.

## **REQUIRED SKILLS & QUALIFICATIONS**

- Provide their own camper/trailer/motor home and live onsite for the duration of tenure. RV must be manufactured within the last 10 years.
- Ability to interact positively and professionally with the public and the ability to remain calm when addressing upset visitors.
- Guest check-in and check-out, managing and updating reservations, operating the campground reservation system, and responding to phone inquiries
- Strong communication and observation skills. Commitment to modeling compliance with park rules.
- Physical ability to perform light maintenance tasks and walk campground grounds daily (litter pickup, cleaning fire pits, restocking/cleaning restrooms).

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Greet and assist park visitors in a friendly and professional manner.
- Distribute maps, park rules, brochures, and information about local points of interest.
- Assist campers with locating campsites and park amenities.
- Help monitor camper registration compliance and direct campers to vacant sites.
- Make routine rounds throughout the campground and monitor occupied/vacant sites.
- Report disturbances, rule violations, maintenance needs, and safety concerns to the campground Manager ASAP.



- Contact emergency services (911) in emergency situations.
- Perform daily litter pickup and assist with restroom cleaning and stocking.
- Clean campsites between occupants (rake pads, clean fire rings, wash tables, pick up litter when needed).
- Perform light maintenance such as sweeping cobwebs, straightening posts, and light trimming.
- Maintain written documentation of incidents and maintenance needs as requested.

***Weekday Duties: (Winter hours after 5 pm or when staff is gone) Summer hours (after 8 pm or when staff is gone)***

Greet and assist park visitors; distribute maps, park rules, and informational materials.

Assist campers with locating campsites and amenities, direct campers to vacant sites.

Monitor camper registration compliance and provide after-hours check-in assistance when applicable.

- Make routine rounds throughout the campground noting any problems or concerns.
- Report disturbances, safety hazards, maintenance needs, or rule violations to the campground Manager.
- Perform daily litter pickup in campsites and common areas.
- Clean and stock restrooms as needed (restock paper products and soap; light cleaning).
- Maintain written documentation of incidents, complaints, and maintenance concerns as requested.

***Weekend Duties: Winter hours (all day Saturday and Sunday) Summer hours (after 8 pm or when staff is gone)***

The following tasks are to be completed during peak weekend visitor periods (typically Friday evening through Sunday evening) as coordinated with the Campground Manager:

- Conduct campground rounds during high-traffic hours to provide a visible and welcoming presence.
- Greeting guests arriving and assist with campsite location and general park information.
- Monitor camper registration compliance and remind guests to complete required registration when necessary.
- Clean and restock restrooms, including:
  - Restocking toilet paper, paper towels, and soap dispensers
  - Emptying restroom garbage containers
  - Performing deeper cleaning as needed



- Clean campsites between occupants, including:
  - Raking campsite pads
  - Cleaning fire rings
  - Washing picnic tables
  - Picking up litter
- Empty garbage containers and remove litter from common areas.
- Inspect day-use areas and facilities during evening rounds.
- Observe Park activities and report disturbances, rule violations, safety concerns, or maintenance issues to the Park Manager.
- Promote compliance with park rules while maintaining professional boundaries. Hosts shall not engage in high-risk enforcement situations.