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LinnCounty.org



## VOLUNTEER JOB DESCRIPTION

# CAMPGROUND HOST

## Pinicon Ridge Park

*In exchange for light duty cleaning, maintenance, camping discount, firewood & ice sales along with routine customer for the public, the Linn County Conservation Department will provide free camping at a designated campsite in Flying Squirrel Campground at Pinicon Ridge Park between the months of April and October. The department will provide all electricity, water and sewer at no charge to the host(s).*

### **EXPECTATIONS**

- A normal presence is required in the park during the week and especially in the evenings and weekends/holidays. If the hosts are going to be gone for an extended period of time, prior arrangements shall be made with the Park Ranger to cover duties required by the camp hosts.
- Park staff shall be notified immediately of any problems in the campground, violations of rules and regulations, campsite disputes, accidents or any other emergency situations. This **position DOES NOT perform any law enforcement actions or encounters with visitors where an officer may be needed.**
- (A monthly staff duty schedule will be provided as to when park staff is on/off duty)

## SCOPE OF DUTIES AND RESPONSIBILITIES

### **Shower Facility**

- The showerhouse will be checked twice on a daily basis (preferably morning and evening) and more frequently during heavy-use weekends such as holidays, full capacity, etc. It shall be cleaned and supplied as needed.
- Clean/scrub toilets, urinals, sinks, mirrors and counters.
- Replace any toilet paper dispensers that are empty.
- Pick up/sweep any toilet paper, etc. that is on floor in between stalls or may be on the floor. Floors may be need to be hosed down periodically in between major cleanings.
- Replace trash liners as needed.
- Replace hand sanitizer containers as needed
- Shower stalls shall be cleaned as needed – floor mats pressure sprayed once per week.
- Report any broken items to staff so they can be replaced in a timely manner.
- Outside area shall be kept clean (cigarette butts, etc.)
- A “deep cleaning” is preferred once a week (typically Mondays or Tuesdays) using the supplied pressure sprayer. Floors and shower stall walls will be pressure sprayed.

### **Camping Coupon Discount Book Sales**

-The hosts shall be responsible for selling camping coupon books and writing receipts for each book sold (money and receipt to be placed in money post in A-Loop registration kiosk)

### **Firewood & Ice Sales**

-Hosts shall open the firewood box at 8 A.M. and close it at 9 P.M. (no sales after 9 P.M. – may be sold earlier than 8 A.M.) The hosts shall try and collect the money from customers if possible (this avoids theft) – If hosts are gone from site then it may be agreeable to leave firewood box open for campers convenience.

-Ice must be sold by the host and will be kept locked at all other times. Ice money sales shall be kept separate from firewood sales money.

-Hosts shall inform park staff if supplies get low so it may be stocked in a timely manor.

### **Playground Area**

-Hosts shall try and keep the playground area in a clean state – any refuse left behind shall be picked up and properly disposed of.

### **Assisting the Public**

-The hosts shall provide information and assistance to the public with answering questions or handing out brochures, maps, etc. In the case of questions that cannot be answered by the host, the customer will be referred to of the full-time employees to answer the questions.

### **Miscellaneous**

-The department will provide all cleaning supplies and equipment to perform duties expected.

-Hosts selected for a seasonal position will be required to complete certain training session prior to commencement of their duties (usually from the County's Risk Management department).

-Hosts selected will be required to sign an agreement with the Linn County Conservation Department which included a "hold harmless" clause.

-Hosts will be on a probationary status and may be terminated for any reason at any time since it is a volunteer position.

-Hosts will be required to submit to a standard criminal background check.

### **Contact Information (NOT TO BE GIVEN TO THE PUBLIC)**