

HANCOCK COUNTY CONSERVATION BOARD CAMPGROUND HOST CONTRACT DESCRIPTION

INTRODUCTION

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

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

***NOTE: Campground Host's are considered vendors to Hancock County and are not employees of Hancock 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 Park Ranger on duty or appropriate staff.
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/ be at their camper 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 Park Ranger or other park staff are available daily to help answer questions or discuss problems. CH's are responsible to the Park Ranger. The Park Ranger/Staff 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.

Hancock County Conservation Board
CAMPGROUND HOST APPLICATION
(Please Print)

Name: _____ Age: _____

Address: _____ Phone: _____

Occupation: _____ Email address: _____

Please list other members of your family who will reside full-time at the campsite:

Name	Age	Name	Age
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

I will be able to serve as a “campground host” for:

_____ FROM _____ TO _____

(* Preference is given to applicant’s that can serve from May 1- October 15).

How many years have you been a camper? _____

If selected, what type of camping unit will you use? _____

At which park do you wish to be a “campground host”?
 Crystal Lake Park Eldred Sherwood Park

Have you previously camped at this park? () Yes () No

Have you been a “campground host” previously? () Yes () No

If yes, with what agency? _____ Which Park? _____

Applicant’s Signature _____ Date: _____

Return application to the HCCB Office in Garner at 545 State St. 50438

Hancock County Conservation Board
Campground Host Program Agreement

THIS AGREEMENT is entered into between _____, hereinafter called the Campground Host (CH), and the Hancock County Conservation Board, 545 State St. Garner, IA 50438, hereinafter called the HCCB.

WHEREAS, the HCCB desires to implement a campground host program at HCCB camping areas;

WHEREAS, CH is prepared to and shall furnish campground host services to assist in this program;

NOW THEREFORE, the HCCB and the CH do hereby mutually agree as follows:

1. The selected CH is a vendor doing work as prescribed by HCCB. CH's are not employees of Hancock County in any way.
3. CH's are not authorized to operate county vehicles or other county equipment.
4. CH's should be physically fit enough to complete tasks described within the job description. Examples of such physical activity are, the ability to pull a garden hose a distance of 100 feet and return it, and the ability to use a mop and bucket to clean specific areas or an entire floor.
5. The CH will be provided a campsite within _____ **Park**, commencing approximately _____ and terminating approximately _____. Normal camping fees will be waived by the HCCB in return for CH services. If at any time, the CH is removed from the campground host program and decided to continue camping at a HCCB area, normal camping fees are reinstated and collected. CH will receive \$200/month for CH duties up to \$1200 for working the above referenced recreation season. Monthly CH payment will be prorated for partial months worked.
6. CH will be available to assist HCCB staff, campers, and park visitors during camping periods. Daily work schedule will be arranged between the CH and the Park Ranger. The CH shall be willing and able to assist campers and HCCB staff in an emergency.

7. A visible sign provided by the HCCB will be placed on the CH's camping site. The sign will designate this camping site as being used by the CH. Only signs provided by the HCCB will be used by the CH for identification. The HCCB may also provide vehicle identification decals if deemed necessary.
8. The HCCB may require and provide CH's with shirts, jackets or ID badge's identifying them as such, to be worn while performing their daily CH duties.
9. The CH will make sure all campers are registered for their campsite within Sixty minutes of the campsite being occupied/tagged. The CH will keep an accurate and up to date record of the registered name of each campsite along with the number of days the camper will be staying. A camping registry form will be provided by the Park Ranger.
10. The duties of the CH will include, but not limited to the following: answering questions about and checking registration receipts of campers, acting as liaison between campers and park staff, providing information to park staff on potential problems, and disseminating information to campers such as location of local services, civic and religious organizations, and general tourist attractions and events.
11. The CH will be responsible for cleaning all bathroom and shower facilities periodically each day. The CH will be sure the facilities are clean and operational. Cleaning duties include but are not limited to, sweeping floors, refilling soap and tissue dispensers, cleaning sinks and counter tops, changing trash bags and plunging toilets. Additionally, the CH will monitor the Registration Kiosk to ensure that camper registration envelopes are stocked and clean kiosk periodically. All cleaning supplies will be provided by HCCB and a cleaning checklist will be provided to the CH.
12. The Director/Park Ranger may void or cancel this agreement by giving oral or written notice to the CH at anytime during the agreement. That termination and decision will be final and conclusive. Termination for cause can be immediate.
13. The CH may terminate this agreement at anytime during the period covered by this agreement by giving 72 hours' notice to the Park Ranger/Director.
14. The CH camp site will be limited to one camping unit only.

15. CH agrees to abide by all state laws and Hancock County Conservation Board rules and regulations. The undersigned CH and their party understands and agrees that neither the Hancock County Conservation Board nor Hancock County will be responsible for any injury to persons or damage to property arising out of or incident to the activities of CH position which are outlined in this agreement. The undersigned CH and party agrees by the execution hereof to indemnify and hold harmless the Hancock County Conservation Board and Hancock County against all liabilities, costs, and expenses which may arise in the CH vendor position.

By their signatures below, both parties indicate that they have read, understand, and agree to the terms and conditions in this Campground Host Program Agreement.

Campground Host: _____

Address: _____

Date: _____

Hancock County Conservation Board

Director/Park Ranger: _____

Park Location: _____

Date: _____