

CAMPGROUND HOST

SUMMARY JOB DESCRIPTION

The primary objective of the Campground Host is to provide a quality recreational experience for visitors within areas operated by WESTrek Services. This position requires the following skills and abilities: Customer service skills; manual labor abilities; communications skills; basic fee collection and writing skills. The Campground Host must enjoy working in an environment of extensive public contact, have the ability to work with minimal supervision, and be able to learn quickly and follow instructions accurately. Additionally, the Campground Host must be able to perform basic record keeping, manual labor tasks, and is willing to clean and sanitize facilities with a variety of cleaning agents and cleansers. The Campground Host must be willing to work a flexible work schedule.

PRINCIPAL RESPONSIBILITIES

Campground Host must possess good communications skills, demonstrate courteousness, and display a helpful attitude to all visitors. The Campground Host will be required to perform certain administrative tasks, and also maintain facilities and grounds. These assignments include: cleaning, sanitizing and stocking of restrooms, emptying trash containers and replacing the liners, cleaning roadways and trails, cleaning campsites, picnic tables, fire rings, grills, and disposing of ashes. Typical duties also include raking and grooming of sites and public areas, maintaining a litter-free facility, picking up cigarette butts, maintaining outlying areas such as trails, outposts, and rental cabins. The Host must maintain a good working relationship with fellow employees, governmental agency representatives, and the visiting public. The Host will register campers, collect fees, and sell certain retail items such as firewood, ice, and concession goods.

WORKING CONDITIONS

Campground Hosts must be familiar with all WESTrek Services and partnering agency policies and guidelines. WESTrek Services will provide a campsite that may or may not have utilities, depending on location. In situations where basic utilities are not available, an allowance may be offered for personal propane/fuel use. WESTrek will provide Workman's Compensation Insurance. Campground Host is expected to be on duty during weekends, holidays, and peak visitation periods. Weekly work schedules will be worked out with local WESTrek Services management.