

Village of Bear Lake

Hopkins Park Campground Host

Brief Overview of Position:

The Hopkins Park Campground Host would have a campsite provided by the Village to stay in for the campground season. They oversee the campground and act as a place for campers to go when they have questions or concerns. There is light park maintenance that would be expected of the Host.

Report to:

Hopkins Park Manager

Responsibilities:

Duties will include, but are not limited to the following:

1. Serve as liaison between park users & park staff.
2. Greet and assist visitors, answer questions and explain regulations which apply to them. Distribute maps, copies of park rules and regulations, and brochures about State Parks. May assist campers in locating a campsite, be familiar with local points of interest and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.
3. Will perform light maintenance work around the campground such as litter pickup, sweeping and stocking of restrooms and trash removal(on weekends), provide information to park staff on potential problems, and disseminate information to campers.
4. May assist in campground public relations, educational activities, and special events/activities.
5. Clean campsites by performing minor maintenance tasks such as raking the campsite pad, washing tables, cleaning out fire rings, picking up litter, reporting any damage to your supervisor. Each site must be cleaned after every camper checks out and before another checks in.
6. You are to inform campers of rules and regulations, but are not to participate in any high-risk activity. Host shall not attempt to discipline or apprehend any park violators. Host will report all disturbances to Hopkins Park Manager. LAW ENFORCEMENT WILL BE DONE BY CERTIFIED ENFORCEMENT ONLY.
7. Host must set an example by being a model camper practicing good housekeeping at all times in and around their assigned site and by observing all rules and regulations.
8. Host is expected to work most weekends and all holidays during the Hopkins Park Camping Season.
9. Be observant for activities within the campground requiring immediate attention - ranging from a tree needing to be trimmed to a problem camper. Notify the park manager as these problems arise.
10. Other minor tasks that might be asked of a Campground Host: * Straighten barrier posts * Sweep cobwebs from buildings * Trimming or weeding * Keep track of occupied or vacant campsites * Direct campers to vacant sites * Remove expired camper receipts from site marker posts * Inform incoming campers where family or friends are located.

OVER

11. Keep a written report of complaints and criticism of park facilities, report situations that could affect the health and safety of visitors, and report any maintenance items which need immediate attention to the Hopkins Park Manager.

*Please note that the Park Host may be assigned other duties and projects not listed.

Working Conditions:

Work is mostly outside in hot, cold, wet, humid, or windy conditions. Walking or bicycling is required. Must reside in campground.

Benefits: The use of a campsite and all utilities at no charge for the duration of the term of service.

Items Provided by Hosts:

Mobile camping unit. (RV, trailer, tent etc...)

Skills required:

Ability to get along well with people. Ability to remain calm and friendly when confronted with upset visitors. Ability to physically get out and make rounds through the camping area. Ability to adapt to changing work conditions. A good knowledge of the park and surrounding area.

Time Commitment:

The camping seasons commences April 15 and ends October 15.

Supervision and Training Provided:

Supervised by Park Manager. Trained in Hopkins Park rules and regulations, and host responsibilities.