

**Newaygo County Parks
Campground Host (VOLUNTEER SEASONAL)**

GENERAL SUMMARY:

The Volunteer Campground Host Position is a 32 hour a week contracted volunteer commitment. In return campground host will receive a free: campsite, campsite utilities, and annual vehicle passes. Under the supervision of the Park Manager and Parks Director, performs routine maintenance and developmental tasks within a particular park site. Duties may result in exposure to inclement weather. Typical workweek includes two weekday and two weekend shifts. Campground Hosts may apply as an individual or couple.

LENGTH OF EMPLOYMENT PERIOD:

This Volunteer Position is seasonal part time for a period of up to 30 weeks. This position needs a weekly commitment of up to 32 hours including weekends and weekdays. A specific work schedule will be established and will require weekend and holiday work.

CONDUCT:

Conduct, both inside and outside the parks, whether in uniform or not, should convey a favorable impression to the public and never reflect negatively upon the Newaygo County Parks Commission. Must be a professional representative of Newaygo County at all times.

DRESS AND PERSONAL APPEARANCE:

While on duty, a uniform shirt as distributed by the Parks Department will be worn. Patches and/or name tags will be provided by the Newaygo County Parks Commission and must be worn. All park personnel will maintain a neat uniform, professional appearance and practice good personal hygiene. No cutoffs, shorts (when operating equipment), halter or tank tops will be permitted while on duty.

ESSENTIAL FUNCTIONS:

A Volunteer in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the volunteer may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted or modified at any time.

1. Greets visitors and provides information pertaining to park use, safety requirements, and area points of interest.
2. Plans, develops and manages programs for kids, families, and adults.
3. Performs janitorial operation on cabins, comfort stations, bathhouses, picnic pavilions, and other structures, satisfying standards of cleanliness and sanitation.
4. Establishes and maintains effective working relationships and communications with others including County staff and members of the public.
5. Works non-traditional shifts including day, afternoon, and midnight along with weekends and holidays.
6. Picks up ground litter. Empties trash containers.
7. Reports Park Rule and Ordinance violations to the Park Staff immediately. Campground Hosts may not enforce park rules or ordinances.
8. Performs minor repairs to fences, signs, picnic tables, and other facilities and equipment.
9. May assist in the repair or construction of park buildings and other structures.
10. Maintains confidentiality on sensitive issues and nonpublic records.
11. Assists with conservation, wildlife management, and land stewardship activities in assigned areas.
12. Performs other duties as assigned by the Park Manager or Parks Director.

REQUIRED MINIMAL QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A minimum of 18 years of age is required at the time of volunteer employment.
2. Previous customer service and custodial experience or experience in a related field is preferred for this position.
3. Ability to deal tactfully with the general public and co-workers as well as the ability to communicate effectively with employees and the visiting public;
4. Ability to effectively, efficiently and safely complete assigned tasks in a timely manner.
5. Availability for a flexible and intermittent work schedule and ability to work independently and take initiative when required are necessary for volunteer candidates for and volunteers currently working under the provisions of this position description.
6. Good character with no history of serious criminal activity is required of all persons who are candidates for employment or volunteers currently working under the provisions of this position description.
7. A valid driver's license with an acceptable motor vehicle record allowing insurability by Newaygo County's current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter.
8. Ability to work in all outside weather conditions; wet and/or humid conditions, extreme cold (below 32 F degrees) and extreme heat (above 90 F degrees). Ability to work around various outdoor contaminants, such as pesticides, herbicides, and airborne and plant allergens. Some work assignments and tasks will require exposure to and work in inclement weather conditions.
9. General good health and ability to perform the essential functions of this job. While performing the duties of this job, the volunteer may be required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear. The volunteer may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.
10. Maintain residency at the County Park for the duration of seasonal employment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this volunteer job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.