

## **CAMPGROUND HOST JOB DESCRIPTION**

A RV and Primitive Campground in Central Iowa is seeking an energetic, congenial and responsible Camp Host(s) for the 2024 Camping season to provide camp host services thru the camping season. Located 20 miles east of Des Moines, IA and 10 miles west of Newton, IA, right off of Interstate 80, Quarry Springs Park is a convenient camping venue that has many things to offer.

### **Responsibilities and Duties:**

- Greet campers and visitors, answer their questions, and orient them to park & region.
- Check in and checking out to ensure campers are registered, using an online registration system.
- Cashiering, receiving payment for camping fees, firewood, and any other items for sale in the office.
- Become proficient in camping rules and regulations apply and enforce as needed for campers using our camping facilities.
- Work hand in hand with City of Colfax and Colfax Park Board to ensure each guest's stay is spectacular.
- Understand and explain – not enforce – park rules and regulations to campers and park visitors.
- Be accessible to campers for comments and complaints. Log incidents on events and situations when appropriate to reduce risk and that could impact the health and safety of all Park visitors.
- Contact Park Board staff, city staff, or law enforcement personnel about emergencies and illegal activities. Host shall not attempt to discipline or apprehend park rules violators. In case of medical emergency call 911.
- Ensure campgrounds are effectively maintained to protect natural, clean, safe environment.
- Help maintain campground: pick up litter, clean campsites after guest checkouts, replenish restroom supplies, and assist in keeping the bathhouse clean.
- Perform light maintenance and repair work with tools provided.
- Oversee rental venue & coordinate set-up requirements with Park Board & volunteers.
- Host is expected to work weekends and holidays during their term of employment.
- Be observant for conditions and activities within the park requiring immediate attention and contacting chairperson of Operations Committee to arrange completion of work.
- Set example for others by keeping host site clean and neat.

\*May be assigned other general administrative or housekeeping duties and projects not listed.

### **Job requirements:**

- Excellent verbal and written communication skills.
- Basic record keeping experience, including money handling.
- Proficiency in use of computer, including Microsoft 365 tools such as Excel and Word.
- Willing to work flexible schedule.

- Must be organized and able to adhere to schedules.
- Able to lift 20 lbs.

**Education and Experience:**

- High school diploma or equivalent
- 2 years customer service experience
- Use of computer.
- Must have and maintain valid driver's license, good record and current auto insurance.

**Working Conditions:** Must reside in the campground. Work outside in hot, cold, wet, humid, or windy conditions. Walking, bicycling, or use of park Polaris Ranger will be required to complete work responsibilities.

**Items Provided by Host(s):** Mobile camping unit. (RV or Trailer).

Items Provided by Park Board: Hook-up will include electrical and water. Dump station available on park grounds.

**Skills Required:** Ability to get along well with people. Ability to remain calm and friendly when confronted with upset visitors. Ability to lift up to 20 lbs and physically get out and make the rounds throughout the campground and other areas in the park. Ability to adapt to changing work conditions. A good knowledge of the park and surrounding areas.

**Time Commitment:** Service to begin May 1<sup>st</sup> and run through September 30<sup>th</sup>, 2024. Time off to be negotiated. As a host, you are expected to work defined hours to be negotiated and some flex hours based on activity and demand. hours per week. These can be completed by one individual or split by a couple.

**Supervision and Training Provided:** Supervision by Park Board President, Operations Committee Chairperson, and Colfax City Administrator. Trained in campground registration procedures and online registration system, rules & regulations, and host responsibilities.

**Background Checks:** Candidate may be subject to state or federal background checks, national sex offender check and abuse registries. Candidate may also be asked to provide fingerprints and provide your driving record **and proof of auto insurance.**

**Pets: can be negotiated.**

**Benefits:** The use of a private campsite, utilities, wifi, and firewood at no cost for the duration of the term of service. Issued logoed QSP apparel to be worn while on duty.

**Compensation:** Schedule and Stipend to be negotiated.

\*\*\* All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. The City of Colfax is an Equal Opportunity Employer.