

Volunteer Campground Host – Ely Lake



Status

Volunteer

Reports to

Parks Manager

Position Availability

Weekends: Thursday Night – Sunday Night
from April 1 – October 30

Location

Ely Lake Campground
5020 116th Ave, Fennville, MI 49408
Nearest town is Fennville (7.4 miles away)

Compensation

none

Supervises

none

Summary

The volunteer campground host(s) contribute by assuring visitors have a comfortable, enjoyable stay and by helping to enhance the quality of visitors' outdoor-recreation experience. Hosts will receive upfront reimbursement for their direct expenses of camping fees for one campground site per day of volunteer work.

Essential Host Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. The primary responsibility is to assist campers by answering questions and explaining rules in a pleasant and helpful manner.
2. Greet new visitors and campers. Answer visitor questions.
3. Assist with season pass sales. Explain how to find reservation tag or how to pay with yellow envelope in fee tube. Host is not to handle cash.
4. Educate, not enforce, campers about park rules and the protection of natural resources.
5. Communicate potential or actual problems to the park rangers and/or law enforcement when they happen. Hosts will not take matters into their own hands.
6. Distribute interpretative information.
7. Complete a daily walking tour of the campground to inspect for issues, answer any questions campers may have and perform minor maintenance duties; clean fire rings and picnic tables, pick up litter, refill toilet paper dispensers and monitor area usage.
8. Post Campground Hosts' schedule and have it updated on the In/Out sign.
9. Provide excellent customer service and assist park administration with customer satisfaction surveys.

Competencies

1. Have a basic understanding of camping and how to assist visitors if issues arise.
2. Ability to work well with and report to the park rangers, administrative staff, and the Parks Manager.
3. Demonstrate knowledge of rules and regulations after extensive County provided training.

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

The Host will be required to work outside in all types of weather conditions.

Prohibited Activities

1. The collection of camping fees.
2. Operating park vehicles or equipment (trucks, gators, golf carts etc.).
3. Camp infractions of park rules and policies are to be reported to Parks Manager/park ranger/law enforcement.
4. Cannot display weapons on their person, or around the campsite and campground while serving as a Host; whether on or off duty. (open Carry Law)
5. Cannot accept personal gifts and gratuities.
6. Alcohol use is discouraged while volunteering as Host.

Physical Demands/Work Environment

The physical demands described here are representative of those that must be met by a Host to successfully perform the essential duties of this job.

While performing the duties of this position, the Host must have the ability to walk over all types of terrain. Duties may include standing, bending, twisting, carrying, and lifting.

Minimum Requirements for All Hosts

1. Required to be at least 18 years of age or older.
2. Campground Hosts can be individuals or a team of two camping together.
3. Must provide own camping unit, equipment, and personal items for your stay.
4. Ability to work at least four (4) consecutive days completing approximately 30 volunteer hours per week in a chosen volunteer week, including weekend and holidays and at least two (2) weeks per season. If the Hosts are a team of two camping together, the (4) days and 30 hours may be delegated between the two Hosts.
5. Host must be available to camp a minimum of a Thursday night through a Sunday night.
6. Complete an Allegan County volunteer application.
7. Applicant interviews and selection will be conducted by Parks Manager and applicants are subject to criminal history background check.

8. A new application is needed for each calendar year.
9. Must adhere to campsite/County policies.

Campground Host Attire:

1. Official vests, shirts, hats and/or nametags.

Campground Services Available

1. Rustic (water pumps & outhouses located throughout campground)
2. Campsites – total of 73 primitive sites, no water or electric
3. Equestrian trails
4. Equestrian day use parking lot
5. Swim beach
6. Non-motorized boat launch
7. Hiking trails

Campground Host Site

1. Site #1 or Site #9

Signature

Host signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Violation of any park rules or any of the above prohibited acts or lack of communication with park staff, management, or employee supervisor could result in the immediate eviction and termination of the volunteer relationship of the Volunteer Campground Host.

Host Signature _____ Date _____

Host Printed Name _____