

City of Washburn Job Description



Position Title: Campground Host

Department: Public Works

Immediate Supervisor: Campground Attendant and Public Works Supervisor

General Statement:

This seasonal, volunteer position assists the City largely with public relations activities with visitors to the City's campgrounds. There is no compensation for this position except for the waiving of the seasonal camping fee while services are being performed. The individual must camp in an approved site designated as the "Host Site" by the City. The individual works with the Campground Attendant under the Supervision of the Public Works Supervisor.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Greets campers
- 2) Answers questions and relays touristy-type information about the City and area
- 3) Assists campers as needed (e.g. hears requests, complaints, suggestions)
- 4) Checks on conditions in showers/restroom facilities; resupplies paper products as needed; reports issues to campground attendant or Public Works staff
- 5) Reports other issues related to campground facilities/grounds to the Campground Attendant/Public Works staff
- 6) Assists with opening/closing buildings as requested, resetting of Wi-Fi as needed, signing out/in cable boxes, and other duties as requested by City staff
- 7) Assists Campground Attendant in ensuring sites utilized are properly paid for; particularly in cases of late pull-in/early pull-out
- 8) Contacts 911 as needed to report cases of obvious misbehavior, medical emergencies, etc., as needed.

General Experience and Training:

Individual should be pleasant and get along well with fellow campers. Individual should have basic knowledge of the area, and access to cell phone for ability to make appropriate reports/contacts.