



**Clark County Park District**  
**20482 N. Park Entrance Road, Marshall, IL 62441**

### **Campground Host**

#### ***Summary:***

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The Campground Host is a volunteer position and works as a public relations liaison: assisting campers and visitors with information about the park, recording electric usage at campsites, assisting with Recreational Events, identifying, and addressing concerns of safety and security with staff and park users.

#### ***Qualifications:***

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- Must have Camping experience.
- Must work and live in the Mill Creek Park Campground during camping season.
- Must be cheerful and welcoming.
- Must maintain information on the park and the area of their campsite.
- Must be familiar with the surrounding areas points of interest.
- Campsite must be kept neat and clean as a representative of the District.
- Must provide their own camping equipment.
- Ability to communicate in person, via e-mail, by radio and using the telephone.
- Ability to Communicate up to date information in order to alleviate improper information ie: rumors and gossip
- Valid Illinois Driver's License.
- Ability to work with others on a team with co Camp hosts and Recreation Coordinator
- Available for on call check in of late arrivals of campers.

#### ***Supervision:***

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The Campground Host is directly responsible to the Office Manager. This is a volunteer position in which the Host family is credited with a free campsite and utilities in lieu of a **minimum** of 32 hours worked per week.

#### ***Essential Functions:***

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1. Assist campers on a daily frequency with emergency and non-emergency situations.
2. Inform campers of trash dumpsters, recycling, water hookup, vehicles usages and parking, extra tents, dump station location, etc.
3. Plan and carry out small weekly entertainment events for the campers such as movies as requested by office or Recreation Coordinator.

4. Post events for park and weekly events at designated areas around shower house, restrooms and shelters updated as needed.
5. Communicate and work with Co Camp Host as a team
6. On call duties as assigned: emergency notification, response and disaster readiness.
7. Know the chain of command of full time staff on call for emergency situations.
8. Inform staff of cleaning/restocking needs.
9. Must be able to count change, and report Weekly Sales Earnings to Office Manager every Monday
10. Follow all safety policies and procedures
11. Communicate with other camp hosts, gatehouse and office of days requested to leave. At least one camp host must always be available
12. Electronic Meter Readings be made at the beginning of every month and reported to office
12. **All other duties as assigned by the Executive Director/Office Manager**

***Psychological, Physiological Environment, Cognitive Considerations:***

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- Must be able to resolve differences and problems with the public, vendors, and employees in a pleasant manner.
- Must be able to work at a varying schedule, as assigned by the Executive Director/Office Manager and **be on call on a regular basis.**
- Must be able to work in an outdoor environment.
- Must be a team player