



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

Campground Host

Summary:

The Campground Host is a volunteer position and works as a public relations liaison: assisting campers and visitors with information about the park, collecting unpaid camping fees, assisting with Recreational Events, identifying and addressing concerns of safety and security with staff and park users.

Qualifications:

- 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.
- Monitoring of the paid and non-paid campers.
- Must provide their own camping equipment.
- Ability to communicate in person, via e-mail, by radio and using the telephone.
- Valid Illinois Driver's License.
- Able to create and implement cost effective entertainment to the campers on a weekly basis.
- Ability to work with others on a team with Special Events planning and execution.
- Available for on call check in of late arrivals at the cabins.

Supervision:

The Campground Host is directly responsible to the Executive Director. 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:

1. Collect unpaid camping fees or direct to the Gate House for collection of said fees.
2. Assist campers on a daily frequency with emergency and non-emergency situations.
3. Inform campers of trash dumpsters, recycling, water hookup, vehicles usages and parking, extra tents, dump station location, etc.

4. Plan and carry out small weekly entertainment events for the campers; movies, short hikes, bug collection, tree identification, leaf rubbing, horseshoe tournaments, volleyball tournaments, etc.
5. Post events for park and weekly events at designated areas around shower house, restrooms and shelters, updated as needed.
6. Change out Shelter rental signs on a daily basis.
7. Assisting with Special Events.
8. On call duties as assigned: Late night cabin check in, emergency notification, response and disaster readiness.
9. Know the chain of command of full time staff on call for emergency situations.
10. Monitor the restrooms, replace paper as needed, and inform staff of cleaning needs.
11. All other duties as assigned by the Executive Director.

Psychological, Physiological Environment, Cognitive Considerations:

- 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 and be on call on a regular basis.
- Must be able to work in an outdoor environment.