



Job Description

Job Title:	Campground Host
Reports To:	Area Manager
Locations:	Seward Bluffs, Hononegah, and Sugar River Forest Preserve Campgrounds
FLSA Status:	Campground Host Program
Wage Rate:	\$40-50/weekly stipend per couple, depending upon the location

PURPOSE. Serves as an informational source to the public with respect to the preserve, activities within the preserve, and community attractions. Represents the Forest Preserve District in a positive manner and maintains a working knowledge of rules and regulations. The typical season is mid-April to mid-November.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Greets visitors, helps them get settled, answers questions, receives comments, distributes literature.
- Performs light maintenance tasks such as litter pickup, cleaning and stocking of restrooms.
- Sets an example by practicing good housekeeping at all times in and around their site and by observing all rules and regulations.
- Keeps track of occupied or vacant campsites. Collects camping fees and remits to Area Managers as directed.
- Watches for and reports activities or conditions in the preserve which require immediate attention of the site staff.
- Alerts law enforcement or emergency personnel in emergency situations.
- Sells firewood and remits fees to Area Managers as directed.
- Maintains a working knowledge of and adheres to all risk management and safety programs and procedures.
- Maintains regular attendance and punctuality.
- Completes other duties as assigned.

REQUIREMENTS. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum stay requirement of four weeks, although hosts may stay longer if desired.
- Ability to be on duty an average of 30 hours per week, the majority of these being weekend hours.
- Hosts are required to utilize their own camping equipment.
- Must be 21 years of age or older.

KNOWLEDGE REQUIRED FOR THE ROLE. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work effectively and safely. Engages with visitors in a friendly, effective and tactful manner.

PHYSICAL DEMANDS. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is routinely required to stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must be physically able to walk over uneven ground and must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The employee is regularly exposed to outside weather conditions, dust and dirt. The noise level in the work environment is usually moderate.

HOST BENEFITS:

- Camping (with utilities), golf/cart rental and other forest preserve amenities included.
- Use of motorized utility cart.
- Private cell phone available for business use with restrictions.
- Wage (per couple): \$40 per week (paid on a bi-weekly basis) - \$50 per week for Sugar River.

THE FOREST PRESERVES OF WINNEBAGO COUNTY
IS AN EQUAL OPPORTUNITY EMPLOYER