

# Job Description

## Campground Host Volunteer



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### Purpose

To provide a positive, helpful, and informative DNR presence in campgrounds and recreation areas.

### Host Duties

Provide campground and recreational area information and rules to campers and visitors. Answer visitors' questions and provide information about local services and attractions. Help campers and visitors contact emergency assistance as needed.

Register overnight campers using DNR forms. Maintain written logs of camper and visitor activity, information, and incidents. Submit registration information and written log to DNR monthly.

Patrol campground and recreational areas on a regular basis to assess and report on the status of public lands. Open and close recreational site gates as scheduled.

Regularly inspect campground restrooms, picnic shelters, campsites, campfire pits and boat launch areas to ensure they are safe and clean for public use. Immediately secure vandalized or unsafe facilities until they are repaired. Provide a written report of damage and maintenance needs to DNR within 24 hours.

Report vandalism, illegal or abusive behavior immediately to DNR staff and/or the local law enforcement agency. Complete and submit the DNR Initial Incident Report form within 24 hours of any incident.

### Host Schedule

The HOST shall be on duty from \_\_\_\_\_ AM to \_\_\_\_\_ PM, \_\_\_\_\_ day through \_\_\_\_\_ day each week, as well as, the day before, and the day of any national holiday during the period of the agreement. The HOST(s) regular days off are \_\_\_\_\_ day and \_\_\_\_\_ day of each week. The HOST should consult with DNR to prearrange for any absence of more than 12 hours.

### Host Responsibilities

- Wear DNR volunteer identification.
- Behave in a professional, friendly, polite and safe manner when interacting with the public and use communication skills necessary to deal effectively in confrontational situations.
- Perform duties according to the same standards as DNR employees regarding ethics, safety, non-discrimination, confidentiality, respect for persons, work quality and the like.
- Complete the DNR volunteer registration and agreement. Maintain and submit time records to DNR monthly.
- Provide a motor home, camper or travel trailer suitable for living quarters. Maintain a clean and

attractive host site and camper or trailer.

- Complete DNR required training.
- Assume all risks related to this assignment and, save and hold harmless, DNR, its officers, agents, and employees from any, and all, claims for damages or injuries to persons or property that occur in the course of performance of the HOST.
- Agree to maintain the state required minimum liability insurance for all motor vehicles to be used in the performance of this agreement.

## **Equipment/Material/Resources**

Amenities available at each site vary. Depending on availability, DNR may provide a designated host site with water, electricity, septic system, telephone line and/or the costs associated with them except for personal phone calls where available.

Hosts are provided with tools and supplies for basic campground maintenance, Campground Host identification materials (hats, name tags, etc.) and training and information related to host duties, emergency and safety procedures.

### **The Campground Host provides:**

- Motor home, camper or travel trailer suitable for living quarters.
- Personal transportation vehicle and required Washington State minimum automobile liability insurance.
- Telephone.

## **Hazards and Risks**

- Remote location without immediate access to emergency assistance. Many areas do not have cell phone service.
- Difficult driving situations due to back country and logging roads.
- Possible exposure to poison oak and ivy, hantavirus and poisonous snakes.
- Potential for confrontational situations.
- Some risk of forest fires, landslides or flooding.

## **Safety Requirements**

- Current driver's license.
- Proof of auto liability insurance.
- Professional and personal references.
- Communication skills necessary to deal effectively in confrontational situations.
- Knowledge of emergency prevention and procedures.

## **Safety Recommendations**

- Current First Aid and CPR certification.
- Work in pairs, with a partner available for back-up and/or support.

## Expectations

- Perform Campground Host duties in a friendly and professional manner.
- Complete *Volunteer Registration and Agreement*.
- Accurately report volunteer hours each month.
- Maintain agreed upon hours of service.
- Follow all legal and recommended safety requirements.
- Use tools properly with recommended protective clothing and equipment, (e.g. gloves, goggles or safety glasses, hard hat etc.).
- Follow emergency procedures and report emergencies to the appropriate authorities.

## Benefits

- The opportunity to live in an attractive and remote recreational site on public land.
- The opportunity to provide an important and meaningful service, protecting and enhancing our State managed lands.
- A chance to learn about and enjoy Washington's natural resources.
- Training.
- Documentation of volunteer work experience for future employment applications.
- Letter of reference for job applicants.
- Medical aid industrial insurance benefits for injury or occupational disease incurred in performing authorized duties.
- Liability coverage for volunteers acting within the scope of their official duties.