

Recreation Campground Host Job Description



Regional Parks



The Recreation Campground Host position is a temporary, part time, volunteer position. The position is classified as a volunteer and is not subject to any of San Bernardino County employee or temporary employee policies, is not

part of any employee bargaining unit and receives no compensation or benefits other than use of a free campsite at the campground where the following responsibilities are to be fulfilled:

Daily:

1. Greet campers and provide campers and other recreationists with information regarding the local area and rules and regulations of the campground.
2. Ensure proper use of campground and associated County facilities.
3. Contact Law Enforcement as needed.
4. Contact Park staff as needed.
5. Be available after hours in the event that assistance from emergency medical or law enforcement personnel needs to be contacted.
6. Visually inspect all facilities in recreation area for cleanliness, damage or evidence of vandalism.
7. Inspect bulletin boards and re-stock forms as needed.
8. Sweep and remove debris and litter around garbage containers, restrooms, in campsites, day-use areas and on roadways.
9. Empty garbage cans and replace liners.
10. Perform related duties as needed or as requested by Agency personnel.

Essential Job Duties:

The Recreation Campground Host supervises the public use of recreation facilities at a designated Park recreation area. This volunteer position requires the frequent use of independent judgment and consistent use of discretion in the areas of public relations, collection of fees, performing prescribed maintenance, and determining when to request assistance from Park personnel and/or local law enforcement. This position involves frequent oral communication. It requires use of hands, normal vision, normal hearing, regular walking over uneven ground, standing, stooping, reaching, bending, and occasionally lifting up to 35 pounds. Volunteer must be able to obey safe work practices, procedures and regulations including utilizing/wearing protective equipment and safety devices: report safety risks or hazards to the Park Lead or designee; and, immediately notify the Agency of any injury sustained. The Recreation Campground Host must be able to interact well and communicate with others. This volunteer position may include exposure to noise and minimal smoke, fumes, gases, paint, fire, sharp instruments/tools as well as exposure to various sanitizing agents used in the cleaning and disinfecting of bathrooms. The position also includes working outside in a variety of weather conditions ranging from light snow to temperatures over 100 degrees Fahrenheit.

Physical Demands:

The essential and marginal function may require maintaining physical condition necessary for walking, standing, bending, kneeling, or crouching for prolonged periods of time: performing manual labor, some heavy lifting, lifting up to 35 pounds, pushing, pulling; close vision, distance vision, use of hands to fingers, handle or feel objects, tools or controls. Negotiating along Park campgrounds requires walking over uneven, soft slippery terrain; and operating motorized vehicles as assigned. Must be able to pass County physical and back ground check.

Mental Requirements:

The position includes working under limited supervision; ability to shift priorities as dictated by circumstances, stress of deadlines, and some interpersonal conflict; ability to work with interruptions and to memorize and recall objects and people; ability to read and understand letters, reports, memos, messages, and standard operating procedures. Ability to write memos, message, and fills out forms and documents. Must be able to perform basic arithmetic calculations (adding, subtracting, multiplying, and dividing). Must have the ability to relate with and act cooperatively with members of the public and Park personnel. Must have the ability to understand and communicate with others.