

Alpena County Parks and Recreation Commission
720 Chisholm Street Suite 7
Alpena, MI 49707

Campground Host Program

Introduction:

This packet is designed to give you the information necessary to apply for a campground host position. Applications will be accepted all year but must be received at least 30 days in advance of the beginning of the camping season that you wish to serve as host. Please send completed applications to the Alpena County Parks & Recreation Commission 720 Chisholm Street Suite 7 Alpena, MI 49707.

Principal Duties and Responsibilities:

During the period from May 15th to October 15th, the volunteer will serve as a "live in" host at one of the Alpena County Parks. The primary responsibility is to assist campers by answering questions and explaining campground rules in a cheerful and helpful manner. Campground Host volunteers should be familiar with Alpena County Parks campground rules and should become familiar with local points of interest and the location where local services can be obtained.

Volunteers perform light maintenance work around the campground such as litter pickup, sweeping, stocking supplies in toilet buildings and make emergency minor repairs when possible. Campground Host volunteers may be requested to assist the Park Managers at their discretion as needed.

Volunteers will set an example by being model campers, practicing good housekeeping at all times in and around the host site, and by observing all rules.

Campground Host volunteers generally work independently. Volunteers are accountable to the Park Managers who will provide training and orientation for hosts and assist hosts throughout the season with any questions or problems that may arise.

When:

The Campground Host Program runs from May 15th to October 15th. Campground Hosts may be used as needed and at the discretion of the Park Managers. Volunteers are expected to serve at the campground for the period from May 15th – Oct 15th. Consideration may be given to shorten this period if special circumstances occur. Such provisions are at the discretion of the Alpena County Parks & Recreation Commission.

Selection:

Campground Hosts will be selected from applications that have been satisfactorily completed and submitted in a timely manner. Interviews will be conducted by the Alpena County Parks and Recreation Commission. The number of consecutive years that a host may serve may be

limited to all others an opportunity. These limitations are at the discretion of the Alpena County Parks and Recreation Commission.

Background Check: All volunteers must undergo a background check. This is done at the time of selection. This also applies to hosts returning from the previous season.

Termination: Campground Host volunteers may be terminated and required to vacate the site if job performance is deemed unsatisfactory or for any other reason or no reason at all at the discretion of the Park Managers with approval from the Alpena County Parks and Recreation Commission.

Host Benefit: Campground hosts are provided a free campsite in return for services provided. A campground host's camping unit and equipment may remain on site during the entire time of the camping season.

Campsite: The Park Managers will select the site and facilities to be used by the campground host.

Equipment: The campground host provides their own camping unit, equipment and personal items. Safety equipment required to perform duties will be provided by the campground manager. Other equipment needed to perform duties may be provided by and at the discretion of the Park Managers.

Work Week: Campground hosts are to provide service for four to five days a week to include weekends and holidays. Days off are mutually agreed to by the Park Managers and the host.

Hours: Campground host on-duty hours will be mutually agreed to by the campground manager and the host but must be at least 20 hours per week.

On Call: Campground hosts are "on-call" to assist other campers at all times of the day or night. Campground hosts should attempt to greet campers, introduce themselves and share information about the campground and park.

Duties: Campground host duties will include light cleanup in the campground (a few hours each day), keeping toilet buildings neat between regular cleanings, assisting and directing visitors to campsites, explaining camping fees, assisting with camping activities, operating equipment, assisting office personnel and providing information.

Prohibitions: Campground hosts will not collect money nor operate any vehicle owned by the Alpena County Parks and Recreation Commission/Alpena County – either on nor off of Park property.

No Enforcement Duties: Campground hosts will take no law enforcement measures other than being observant and advising campers of minor rule violations. All other rule violations will be reported to the Park Managers.

Identification: A sign which reads "Campground Host" will identify the host site. An adult member of the host family will be provided with a name tag, shirt or other identifying article which clearly identifies them as the Campground Host.

Rules: Campground hosts shall comply with all rules and policies of the Alpena County Parks and Recreation Commission at all times.

Training: Campground hosts may be required to attend orientation or training sessions at the discretion of the Park Manager.

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CAMPGROUND HOST VOLUNTEER APPLICATION

Complete the application in its entirety and return to the Alpena County Parks and Recreation Commission at the address above.

Applicant's Name (First, M.I., Last)			
Address		City	State Zip Code
Retired ? ___ Yes ___ No	Occupation (Current or Past)		Home Phone Number ()
Cell Phone Number ()		Email Address	

I hereby apply for a position with the Alpena County Parks and Recreation Commission as a Campground Host at :

Park being applied for: (mark correct box)

_____ Beaver Lake Park _____ Long Lake Park _____ Sunken Lake Park

Have you ever camped at any of the Alpena County Parks? _____ Which one(s) _____

Are you familiar with the Alpena County Park Rules? ___ Yes ___ No

Approximately how many years have you been a camper? _____

Are there dates that you are NOT available during the camping season (May 15th-Oct 15th)?
If Yes, please specify _____

What type of camping unit will you be using if you are selected as a Campground Host?
_____ Motor Home _____ Pickup Camper _____ Trailer _____ Tent

Size	Length
------	--------

Do you have vehicle liability insurance? ___ Yes ___ No If Yes, complete next section below

Name of Insurance Company	Policy Number	Expiration Date
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List your specific outdoor interest or hobbies: (botany, hiking, bird watching, etc.)

List any special needs which may limit your work conditions:

List all additional immediate family members who will reside fulltime at the campsite:

Name (First, M.I., Last)	Relationship

Please list two (2) personal references:

Name	Occupation	Phone Number
		()
		()

Alpena County Employee Personal and Emergency Contact Information

attach a signed job description

Personal Information

Full Name: _____
Last _____ *First* _____ *M.I.* _____

Address: _____
Street Address _____ *Apartment/Unit #* _____

_____ *City* _____ *State* _____ *ZIP Code* _____

Home Phone: () _____ Alternate Phone: () _____

E-mail Address: _____

Social Security Number or Government ID: _____ Marital Status: _____

Birth Date: _____ Are you a Veteran? _____
(If, Yes, please provide a copy of your DD-214)

State Born: _____

Spouse's Name: _____

Spouse's Employer: _____ Spouse's Work Phone: () _____

Emergency Contact Information

Full Name: _____
Last _____ *First* _____ *M.I.* _____

Address: _____
Street Address _____ *Apartment/Unit #* _____

_____ *City* _____ *State* _____ *ZIP Code* _____

Primary Phone: () _____ Alternate Phone: () _____

Relationship: _____

Employee Signature _____ Date _____

New Employee Information (to be completed by Department Head)

Employee Position: _____ Employee ID: _____

Supervisor: _____ Department: _____

Work Location: _____ E-mail Address: _____

Work Phone: () _____ Cell Phone: () _____

Start Date: _____ Rate of Pay _____

Full Time Employee _____ Part-Time Employee _____ Pay Line Item _____

Department Head Signature _____ Date _____

Date of: _____

Background Check _____ Physical _____ Drug Screen _____

Background Check Authorization Form

ALPENA COUNTY

720 W. Chisholm Street
Alpena, MI 49707

Please check appropriate box and complete location information for response to be returned

Employee Volunteer Supervisor: _____

In order to permit Alpena County to make a thorough investigation of my background. I hereby authorize Alpena County and any person or legal entity who may be contacted by Alpena County, including investigators, agents or employees, to give and receive any information, data, or opinions they may have regarding my background and/or reputation. This shall include but not be limited to obtaining and receiving records regarding criminal history, driving, licensing, medical, employment and education records. Furthermore, I do hereby release from any and all liability and promise to hold harmless, the County of Alpena and those individuals providing and/or receiving such data, opinions, and records.

This release shall apply to any right of action that might accrue to myself, my heirs and my personal representatives.

I further understand that this background check and the information obtained could disqualify me as a candidate for employment with the County of Alpena.

Signature

Date

Parent/Legal Guardian Signature

Date

The following information is required to obtain the criminal history report(s), and will only be used to identify any criminal history. It will be kept confidential and maintained in a separate file from the application, if applicable.

Name _____
(Last) (First) (Middle Name)

Address _____
(Street) (City)

Phone (_____) _____
(County) (State) (Zip)

Please list all prior addresses (within the last 10 years):

(Street) (State) (Zip)

(Street) (State) (Zip)

Race: White Black Asian/Pacific Islander American Indian/Alaskan Native Unknown/Other

Sex: Male Female _____
Date of Birth Social Security Number

Driver License Number State Issued

Previous Driver License (if other than Michigan) State Issued

Provide any other names(s) previously used including aliases, maiden or married, etc.

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