

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 understand and 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. 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 1st to October 15th, the volunteer will serve as a live-in host at one of the Alpena County Campgrounds. Campground Host volunteers should be familiar with the Alpena County Parks Ordinance/Rules and should become familiar with local points of interest and the location where local services can be obtained.

The primary responsibility is to assist campers by answering questions and explaining campground rules in a cheerful and helpful manner. Campground Hosts may also be asked to perform light maintenance work around the campground such as litter pickup, sweeping, stocking supplies in toilet buildings and making emergency minor repairs when possible. Campground Hosts may be requested to assist the Park Managers with other duties/responsibilities as needed.

Campground Hosts 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 Hosts generally work independently and are accountable to the Park Manager(s) 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 1st to October 15th. Volunteers are expected to serve at the campground for the period from May 1st – 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 and will meet any and all requirements of Alpena County for volunteer positions. Interviews may be conducted by the Campground Manager, Alpena County HR personnel and members of the park committee to which the potential Host has

applied; a recommendation will then be made to the Parks & Recreation Commission for final approval. The number of consecutive years that a host may serve may be limited, so to allow others an opportunity. These limitations are at the discretion of the Alpena County Parks & Recreation Commission.

Compliance with Alpena County HR Policies: All Campground Hosts must comply with all Alpena County HR Policies and Procedures, including being subject to a background check. A new background check will be required for each season.

Termination: Campground Hosts 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 Manager(s) with consultation from the Alpena County HR personnel and approval from the Alpena County Parks and Recreation Commission Chair.

Host Benefit: Campground Hosts are provided with a free campsite in return for the 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 Manager(s) will select the site and facilities to be used by the campground host; campground hosts may be asked to re-locate during the season either temporarily or for the remainder of season.

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. All volunteers who use county owned equipment will be required to sign all necessary liability waivers and do any required safety training.

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 Hosts on-duty hours will be mutually agreed to by the campground manager and the Host(s) but should be at least 20 hours per week and no more than 40 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.

Prohibitions: Campground hosts will not collect money nor operate any vehicle owned by the Alpena County Parks and Recreation Commission/Alpena County – either on or off of Park property. Campground Hosts may operate the mowers (riding, deck and or push) and some power tools after completing safety instruction and executing liability waiver.

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. The Host(s) will be provided with a name tag, shirt or other identifying article which clearly identifies them as the Campground Hosts.

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

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

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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 ___ Fairgrounds

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

Are you familiar with the Alpena County Park Rules/Parks Ordinance? ___ 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
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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
		()
		()