

PARK AUTHORITY POSITION DESCRIPTION

Position Description:

Job Title: Camp Host (Volunteer)

Washington County VA Park Authority

Supervised by: Washington County Park
Superintendent

Revised Date: November 14, 2024

Title: Camp Host

Authority/Department: Washington County Park Authority

Nature of Work: A "camp host" is a person who stays on-site at a campground during the season, primarily responsible for greeting visitors, providing information about the park and local area, enforcing rules, performing light maintenance tasks, and generally ensuring a positive experience for campers by acting as an ambassador for the campground.

Essential Duties:

1. Renter and customer interaction.
2. Nightly gate closing.
3. Responding to inquiries regarding Park Authority policies, making referrals to appropriate resources as needed.
4. Checking for proper campsite usage.
5. Ensuring campers follow park regulations and addressing any issues.
6. Performing minor repairs or reporting maintenance needs.
7. Reporting incidents or emergencies to park staff.
8. Regular attendance during afterhours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of essential job duties.
9. Perform other duties as required.

Job Requirements Needed:

1. General knowledge of public parks, boating access, and camping facilities.
2. Ability to establish and maintain effective working relationships with employees, park renters, and the public.
3. Skill in communicating and presenting a positive, professional image of Washington County Park Authority.

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4. Considerable knowledge of the materials, methods, techniques, tools and equipment used in park maintenance and repair.
5. Basic trade knowledge.
6. Ability to understand and apply park policies and procedures; think clearly and apply logic and common sense to problem solving; communicate clearly, concisely and effectively, both orally and in writing; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including the general public, with a focus on quality service to internal and external customers.

Minimum Qualifications:

Education/Experience:

1. High school graduation or GED is required.

Job Location and Conditions:

- Work is performed primarily within the boundaries of Washington County Park.
- May be required to report to work during regular business hours during emergency conditions.
- Performs work safely in accordance with safety policies and procedures.

PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, communicate with the general public; vendors; or with other employees.
- **Hearing/Listening:** Must have ability to communicate with the public; vendors; or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to effectively handle all job related equipment, tools, supplies, and materials.
- **Finger Dexterity:** Must have ability to effectively handle all job related equipment, tools, supplies, and materials.

Physical Demands:

- **Strength:** Ability to lift at least 50 pounds.
- **Standing, Sitting and Walking:** Must have ability to stand, walk, and sit (1-3 hours/day). Must be able to walk over varied terrain.

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- **Reaching, Handling:** Must have ability to effectively handle all job related equipment, tools, supplies, and materials.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive a vehicle.
- Will have periodic driving record checks done.

Job Status: Seasonal / Exempt

The Washington County Park Authority is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope and responsibilities of Park Authority positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Park Authority Board reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.