

**Macon County Conservation District
Friends Creek Campground Host
Position Description**

Title: Volunteer Campground Host

Department: Operations

Location: Friends Creek Conservation Area Campground

Reports to: Friends Creek Unit Supervisor

Summary: Greet visitors, check-in campers, collect camping fees, and acquaint campers with the campground and surrounding area

Essential Duties and Responsibilities

- Greet campers, offer assistance, help them get settled and answer questions. Be approachable and neat in appearance
- Check-in campers and collect camping fees, post reservation notices at campsites
- Promote care of the campground and general cleanliness of the campsites
- Report maintenance needs or repairs to Unit Supervisor and staff
- Record daily visitation numbers
- Educate (not enforce) campers of rules of campground and protection of natural resources
- Report unruly campers to Conservation District staff
- Inform campers of pending severe weather and take necessary action
- Possess good problem solving ability and use good judgment
- Able to add and subtract, handle money collected and make change
- May have to respond to emergency situations

Qualifications:

Minimum 21 years of age

Friendly, honest and hardworking

Enjoy dealing with the public, talking with people and customer service

Patience and tact

High standard of neatness desirable

Ability to communicate politely, courteously and effectively to the public

Ability to work without close supervision

Ability to meet and direct visitors and provide them information

Need to be able to stay at campground a minimum of three months

Provide own camping equipment on site (camp site provided by Conservation District) Recreational vehicle must have current license

Ability to be outdoors in extreme temperatures

Agree to a criminal background check

Work Schedule

Wednesday through Sunday each week

Physical Considerations

Mobility to visit campsites and post reservations

Visual abilities to perform necessary paperwork functions

Psychological Considerations

Must work around general population in public areas

Environmental Considerations

May be exposed to various weather conditions including heat, cold and rain