



Job Description

Job Title: Campground Host
Reports To: Area Manager
FLSA Status: Seasonal/Weekly Rate (Mid-April to Mid-November)

PURPOSE: Serves as an informational source to the public with respect to the preserve, activities within the preserve, and community attractions. Represents the Forest Preserve District in a positive manner and maintains a working knowledge of rules and regulations.

LOCATIONS: Seward Bluffs, Hononegah, and Sugar River Forest Preserve Campgrounds

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Greets visitors, helps them get settled, answers questions, receives comments, distributes literature.
- Performs light maintenance tasks such as litter pickup, cleaning and stocking of restrooms.
- Sets an example by practicing good housekeeping at all times in and around their site and by observing all rules and regulations.
- Keeps track of occupied or vacant campsites. Collects camping fees and remits to Area Managers as directed.
- Watches for and reports activities or conditions in the preserve which require immediate attention of the site staff.
- Alerts law enforcement or emergency personnel in emergency situations.
- Sells firewood and remits fees to Area Managers as directed.
- Maintains a working knowledge of and adheres to all risk management and safety programs and procedures.
- Completes other duties as assigned.

REQUIREMENTS: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Minimum stay requirement of four weeks, although Hosts may stay longer if desired.
- Ability to be on duty an average of 30 hours per week, the majority of these being weekend hours.
- Hosts are required to utilize their own camping equipment.
- Must be 21 years of age or older.

KNOWLEDGE REQUIRED FOR THE ROLE: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work effectively and safely. Engages with visitors in a friendly, effective and tactful manner.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is routinely required to stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must be physically able to walk over uneven ground and must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The employee is regularly exposed to outside weather conditions, dust and dirt. The noise level in the work environment is usually moderate.

HOST BENEFITS:

- Camping (with utilities), golf, and other forest preserve amenities included.
- Use of motorized utility cart.
- Private cell phone available for business use with restrictions.
- Wage (per couple): \$40 per week (paid on a bi-weekly basis) - \$50 per week for Sugar River.