



City of Homer Karen Hornaday Park Host Duties/Job Description

General Duties

The Karen Hornaday Park Host supports the park operation and provides a valuable point of contact for visitors in the park and campground. It is important that the park host be knowledgeable about the park and campground and the community. **Do not collect money. Send the visitor to the fee kiosk.** While on duty, you are an official representative of the City of Homer. It is very important that you speak and act courteously and professionally. Do not put yourself in a situation that is beyond the scope of your duties as a park host. Remember that your job is enlightenment, not enforcement.

Duties will include, but not limited to the following.

- a. Assist visitors, answers questions and explain regulations which apply to them.
- b. Assist campers in locating a campsite.
- c. Be familiar with local points of interest and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.
- d. Report situations that could affect the health and safety of visitors, and report any maintenance items which need immediate attention to the Parks Coordinator immediately.
- e. Host shall not attempt to discipline or apprehend any park violators. Host will report all disturbances to the Parks Coordinator and/or Homer Police Department depending on the type of disturbance. You are to inform campers of rules and regulations, but are not to participate in any high risk activity.
- f. Host must set an example by being a model camper practicing good housekeeping at all times in and around their assigned site and by observing all rules and regulations.
- g. Host is expected to work most weekends and all holidays during their term.
- h. Host is expected to pick up litter and assist in stocking restroom supplies.
- i. May be assigned other duties and projects not listed.

Morning Rove (8:00ish), Afternoon Rove (2:00ish), and Evening Rove (8:00ish)

- Walk through the entire campground.
- Be on the lookout for occupied sites that do not have current fee stubs posted. Late arrivals may or may not have taken care of their fees. Do not wake visitors up. Leave a pink slip on the post (not on their vehicle).
- When the visitor has a current fee stub, please mark on the stub (with black marker in large print) the date they are leaving.
- **Do not collect money. Send them to the fee kiosk**
- Be available to answer questions, give directions, assist campers, and pick-up unsightly trash.
- Make sure that the fee kiosk is re-stocked with fee envelopes, pencils, park brochures, park newspapers etc. and that the fee station looks clean and orderly.
- When you are notified of an issue in the campground after 11:00pm, and it needs to be handled before morning, contact the Homer Police Department at 235-3150.

Problems in the Campground

Non-Emergency – if the problem can be corrected and the campers seem cooperative, ask them to promptly correct the situation. Do not continue to make contact with that visitor. If you detect a problem and the campsite occupant is not present, leave a written notice noting the problem. If the problem persists after the occupant has returned, notify the Parks Coordinator or the Camp Fee Collectors.

Emergency (Medical, Law Enforcement, Fire etc.) – Call the Homer Police Department at 235-3150.

A word about calling for help----If in doubt-Call!!! If you're unsure whether it's an emergency, an opinion from someone else may be helpful.

Working Conditions

Work is mostly outside in hot, cold, wet, humid, wind, or other adverse conditions. Physical activity is required. Walking or bicycling is required. Must reside in park during time of service. Must be able to safely lift at least 20lbs. Ability to bend, stretch, pull and lift required. May be required to work overtime, holidays or weekends.

Benefits

Provided use of a campsite and all at no charge for the duration of the term of service. No hook ups are at site however, fuel, water and dump station provided. Will be issued a vest and name tag.

Items Provided by Hosts

Dependable mobile camping unit, (RV or trailer) food and any other personal items needed.

Skills and Abilities

Must be at least 25 years of age. Ability to pass a background check required. Ability to get along well with people. Ability to remain calm and friendly when confronted with upset visitors. Ability to physically get out and make rounds through the camping and park area. Ability to adapt to changing work conditions.

Time Commitment

At least 24 hours of service time per week for a minimum of four (4) weeks, to include most weekends and all holidays. Two consecutive days off in the summer

Supervision and Training Provided

Supervised by Parks Coordinator or designee. Trained in park and campground registration procedures, rules and regulations, and host responsibilities.

I further understand that: (Please initial each of the following)

_____ I am not to appear for volunteer service under the influence of alcohol or any illegal drugs. I agree to inform the supervisor at the beginning of the shift if taking any over-the-counter or prescription medications that may impair the ability to perform volunteer duties.

_____ I will abide by all City and Public Works Department policies regarding personal conduct while performing volunteer services.

_____ I agree not to go beyond the scope of volunteer work agreed to without authorization.

_____ I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.

_____ I hereby identify that I am capable of performing duties without accommodation, or with the following accommodation(s): _____.

_____ Depending on the scope of volunteer work, the following policies may apply: Safety Procedures, Computer Operation, Anti Harassment, Confidentiality, Non-Discrimination, and Drug-Free Workplace.

_____ I understand that I am to report any on-the-job injury or illness, no matter how minor, to my supervisor. I authorize emergency medical care if it should become necessary.

_____ I grant full permission to use any photographs, videotapes, motion pictures or recordings for publicity purposes by the City of Homer.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY SERVICE AS STATED HEREIN.

Karen Hornaday Park Host Signature

Date

Supervisor Signature

Date

HR Director Signature

Date

City Manager Signature

Date