

## Camp Host Announcement

Vernon County Land & Water Conservation Department (LWCD) is announcing an opening for the following position: Sidie Hollow Camp Host.

For an application please visit <http://www.vernoncounty.org/lwcd/news.htm> . There will be a campground host description, Vernon County application and supplemental questionnaire. Both the Vernon County application and supplemental questionnaire must be completed.

Return completed application and questionnaire to [courtney.messer@vernoncounty.org](mailto:courtney.messer@vernoncounty.org) or Vernon County Personnel, E7404A County Road BB, Viroqua, WI 54665 by 4:30 pm March 2, 2018



# Campground Host Description

## Sidie Hollow Campground—Viroqua, WI



**Application Deadline:** March 2, 2018

**Purpose:** This position exists to aid in the needs of the Vernon County Parks Campground operations. The focus of this position will be to provide an immediate contact person in the campground for all users and to offer operational support during weekends and holidays. Applicants will commit to having a presence in the campground for 30 hours a week and roughly 10 hours a week of basic maintenance and customer service duties in the campground area and other areas as needed.

**Duration:** A campground host is needed April 15th—October 15th.

**Hours/Days Of Work:** Volunteers will provide a park presence 5 days a week for a total of 30 weekly hours. Must be present 6 hours on Fridays, Saturdays, Sundays and Holidays each. Campground hosts are “on-call” to assist other campers on weekends and holidays when park staff are not around. Some flexibility may be granted.

**Background Check/Drug screening:** Each camp host must undergo a background check and drug screening. This process will be done once a host has been selected. This process will be done for all returning hosts as well.

**Camping Equipment:** Hosts will provide their own camping unit, equipment, and personal supplies. Equipment that is required to perform duties will be provided by staff.

**Identification:** A “campground host” sign will be placed on the host site for camper recognition purposes

**Host Incentives:** Hosts receive a free campsite with water, electric and sewer in return for services provided. The host will also receive a seasonal boat launch permit for the Vernon County boat launch on the Mississippi River if desired.

**Termination:** Volunteers may be terminated and required to vacate the campground if job performance is deemed unsatisfactory.

### The Ideal Camp Host Will:

- Present themselves in a positive manner to everyone they encounter no matter the situation
- Maintain a presentable campsite that is up kept and free of garbage
- Have previous camp hosting experience
- Have previous customer service experience
- Have excellent problem solving skills
- Have a strong work ethic
- Have excellent communication skills
- Have a consistent schedule
- Be dependable

### Typical Weekly Duties:

- Answer basic camper questions and assist with general information about the campground and surrounding area
- Communicate customer needs, incidents and requests to parks staff
- Distribute and collect fees for ice and firewood to campers
- Post reservation signs and empty trash receptacles for pavilions when booked for multiple days on a weekend/holiday
- Serve as “on-call” during weekends/holidays to resolve any problems that might occur
- Other duties determined to be necessary by the Parks Administrator



# Supplemental Questionnaire

## Sidie Hollow Park—Viroqua, WI



If applying as a couple, BOTH individuals information must be completed

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Have you ever been a host at another campground? Yes No If yes, please provide information and description:

Campground: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Campground: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What knowledge or skills do you have that would be an asset to the Vernon County Campgrounds/Parks?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are both applicants able to perform the expected tasks/duties without reasonable accommodations? Yes No If no, please explain: \_\_\_\_\_

Are you able to perform the expected duties/tasks of the campground host for the entire duration of the time specified? Yes No If no, please explain: \_\_\_\_\_

Have either applicants ever been convicted of any crime other than a minor traffic offence? Yes No If yes, please explain: \_\_\_\_\_

Will you have any pets with you? Yes No If yes, please explain: \_\_\_\_\_

Are you employed? Yes No If yes, please explain typical work schedule: \_\_\_\_\_

Are you retired? Yes No

How did you hear about the camp host position? \_\_\_\_\_

### **Camper/Vehicle Info**

Camper Year/Make/Model: \_\_\_\_\_

Camper License Plate: \_\_\_\_\_

Vehicle Year/Make/Model: \_\_\_\_\_

Vehicle License Plate: \_\_\_\_\_

Insurance: \_\_\_\_\_