

BIG BAY TOWN PARK CAMPGROUND HOST

Approved by the Town Board June 24, 2014

Immediate Supervisor:

Town Foreman

Classification:

Limited Term

The Host and the Town of La Pointe mutually agree to the following responsibilities:

1. Greet campers and assist with location of camp site per reservation.
2. Assist the Parks Attendant to ensure that sites utilized are properly paid for, in particular those sites that see late pull-in/early-pull out activity.
3. Answer tourist type questions, information about the Island.
4. Check and/or replenish materials as needed such as: toilet paper and paper towels in bathrooms. Bag garbage and recyclables when necessary.
5. Check campsites and notify Town Hall, Chamber of Commerce and the Ferry Line of site availability.
6. Assist in contacting proper authorities in cases of obvious misbehavior and medical emergencies, especially in odd hours. Have an on-hand list of emergency phone numbers.
7. Policing the campground.
8. Deal with the public in a helpful, courteous and professional manner.
9. Report all potential hazards in campground to supervisor.
10. Help with overall appearance and cleanliness of campground.
11. Assist other park staff with projects.

I have read and do understand the duties and responsibilities for the position of Big Bay Town Park Campground Host for the Town of La Pointe.
