

BIG BAY TOWN PARK CAMPGROUND HOST POSITION DESCRIPTION

Immediate Supervisor:
Classification:

Public Works Director
Limited Term

Job Description:

1. Greet campers and provide information as necessary on their camp site and campground amenities such showers and bathrooms, water, trash receptacles, firewood, etc. Provide directions and information about the Island; answer other visitor questions.
2. Deal with the public in a helpful, courteous and professional manner. Provide excellent customer service in person, over the phone, and by email.
3. Study and become proficient with PCM online reservation software. Abide by the reservation system protocols adopted by the La Pointe Town Board.
4. Properly handle cash, check, or credit card transactions for walk-in customers and reservations taken over the phone. Make change for customers as needed.
5. Help with overall appearance and cleanliness of campground. Assist other Parks Crew with projects as needed.
6. Check and replenish materials as needed, including toilet paper, soap, and paper towels in bathrooms. Bag garbage and recyclables as necessary.
7. Report all potential hazards, vandalism, and mechanical issues (beyond changing light bulbs or spraying hornet nests) to immediate supervisor.
8. Monitor campsite availability; by midday, notify the ferry line's Bayfield ticket booth of vacancies or that campground is at capacity.
9. Patrol the campground, within reason. Contact proper authorities in cases of obvious misbehavior and medical emergencies, especially during quiet hours. Have a list of emergency phone numbers on hand.
10. Be comfortable with basic first aid (such as handing out bandages, sting relief aids, etc.). Know how to operate an AED (training will be provided).
11. Contribute a helpful, courteous and professional workplace. If problems arise, contact immediate supervisor to address the issue.

Please Submit Application to
Town Clerk
PO Box 270
La Pointe, WI 54850

Posted until filled

Applications available at the Town Hall
www.townoflapointewi.gov

Questions? Call Foreman (715) 747-6855. foreman@townoflapointewi.gov