



# Friends Landing

Montesano, Washington

A FACILITY OF THE  PORT OF GRAYS HARBOR

## Friends Landing Camp Host

### Job Description

A volunteer camp host is needed to assist the campground caretaker and Port of Grays Harbor staff with routine visitor services and general maintenance of Friends Landing.

Volunteer contract time frame: Begin April 15, 2024 and expected to remain on-site through October 15, 2024. May arrive on-site as early as March 15, 2024 and remain on-site no later than November 15, 2024.

#### **Duties will include but are not limited to:**

1. Greet and assist visitors, answer questions and explain regulations which apply to them. Distribute maps, copies of park rules and regulations, and brochures about Friends Landing. May assist campers in locating a campsite. Be familiar with local points of interest.
2. Will perform light maintenance work around the campground with primary duties of litter pickup, daily cleaning and restocking of restrooms, and daily cleaning of campsites. Other maintenance duties may include:
  - a. Raking leaves
  - b. Deliver wood to campsites.
  - c. Sweep or brush off picnic tables.
  - d. Empty garbage receptacles.
  - e. Clean garbage and debris out of fire pits
3. Clean campsites by performing minor tasks such as raking or sweeping the campsite pad, washing tables, cleaning out fire rings, picking up litter, and reporting any damage to the caretaker. Each site must be cleaned after every camper checks out and before another checks in.
4. Host shall not attempt to discipline or apprehend any park violators. Host will report all disturbances to park staff or law enforcement if necessary.

#### **Requirements and Expectations of Hosts**

1. Hosts must provide their own mobile camping unit such as a RV or trailer (no unsightly or inoperable RV or trailer).
2. Host is expected to work most weekends and all holidays during their term.
3. Host is expected to be on-site each day between noon and 1 p.m. to ensure guests check out in a timely manner and new guests are able to check-in.



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4. Host is expected to coordinate with the Friends Landing Caretaker each day to ensure coverage. If Camp Host must be away they should coordinate in advance with the Caretaker.
5. Hosts must have cell phone or means to contact Port staff, caretaker, and emergency responders.
6. Hosts are official representatives of Friends Landing and the Port of Grays Harbor. Therefore:
  - a. Dress appropriately
  - b. Avoid offensive language or conduct.
  - c. Avoid displaying signs, decals, bumper stickers or posters that express political or religious viewpoints.
7. Be familiar with and abide by all Friends Landing park rules.
8. Camp Host will be expected to follow all Port of Grays Harbor policies and procedures.
9. Friends Landing utilizes online reservation software and offers free wi-fi access to guests. Knowledge and familiarity with computers and/ or handheld mobile devices is preferred.
10. Camp host must reside in the campground for the duration of the term.
11. Working conditions may include being outside in hot, cold, wet, humid or windy conditions. Walking is required.
12. Background checks: as a volunteer you will be acting as an agent of the Port of Grays Harbor, a public port district. We reserve the right to require a background check.
13. Pre-employment drug test will be required of successful applicant.

## **Benefits**

The use of a campsite and all utilities at no charge for the duration of the term of service. Utilities include electricity, water hook-up, sewer dump station, and residential garbage disposal.

## **Supervision and Training Provided**

This position is directly supervised by the Friends Landing Caretaker and the Satsop Business Park Director of Operations. Friends Landing is owned and operated by the Port of Grays Harbor and managed by the Satsop Business Park staff.

**APPLICATIONS DUE BY 5 P.M. MARCH 15, 2024**