

Oconto County - Job Description

Job Title: Forest/Park Seasonal LTE
Department: Land & Water Resources
Division: Forest/Parks/Recreation
Reports To: Forest & Parks Administrator
FLSA Status: Nonexempt
Pay Classification: Not Graded
Work Comp Code: 0108
EEO Code: 06-08
Approved Date: 08/05/2014

SUMMARY

Hosts are a vital and important part of our operation in serving the public as well as performing minor maintenance of campsites and other facilities.

Our program for Camp Host hiring is designed to provide interested persons who enjoy outdoor recreation, meeting new people and assisting in operating campgrounds with employment to fulfill that goal. The primary objective of the Camp Host is to enrich the quality of the public's recreation experience.

Hosts are usually individuals with skills and/or interests who will assist in performing a variety of functions. They will work under direct supervision of Oconto County Forestry and Parks Department team, and will be used within their capabilities to perform specific types of duties. These positions, although operating under a manager, function independently. This program is designed to facilitate the recreating public by being present in campground and day use areas to disperse information and assist in maintenance of the recreation sites.

Hosts must possess good communication skills, good manners and a helpful attitude. Hosts may be required to greet visitors, answer questions, handle minor enforcement problems and collect daily use fees. Hosts may be required to maintain administrative records, receipts, use data, revenues, forms, maps, brochures, etc. as they relate to the campground. In addition, hosts may perform routine maintenance that includes manual labor consisting of day-to-day maintenance and cleaning of campsites and toilet facilities. This may include servicing restrooms, cleaning tables, fire rings and campsites, lawn mowing, weed-eating, leaf blowing, minor repair such as replacing signs posts, painting tables.

In exchange for their services and duties, Oconto County Forest and Parks Department will offer a campsite, utility hook-ups, camper (if necessary); provide compensation and worker's compensation insurance. Hosts will be provided with training and all needed equipment and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

PARK DUTIES

Greets visitors at facility entrance and explains regulations.

Assigns campground or recreational vehicle sites, and collects fees at park offering camping facilities.

Monitors campgrounds, cautions visitors against infractions of rules, and notifies Park Ranger of problems.

Replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition.

Perform janitorial duties within county parks to include, but not limited to, garbage pickups, cleaning toilets, and general grounds maintenance.

Operate and maintain department equipment in a safe and efficient manner.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SUPERVISION RECEIVED

Employee receives some guidance and oversight, referring unusual matters to supervisor

QUALIFICATIONS

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be current college student majoring in Forestry or related field.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CONFIDENTIALITY

None

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License, including insurance

MATERIALS AND EQUIPMENT USED

General office equipment, computer, keyboard, printer, calculator, photocopier.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; Bloodborne pathogens; and vibration and occasionally works in areas

with security measures in place and occasionally works with persons of questionable character. The noise level in the work environment is usually moderate.

DISCLAIMER

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.