



White's Creek Lake Campground Host

Volunteer Position Description

Term of Contract & Hours: 12-month contract - Approx. 48 hours per month

Location: Whites Creek Lake Campground, Eupora, Mississippi

Whites Creek Lake Campground is located just north of Downtown Eupora, Mississippi along the shore of Whites Creek Lake. The 15 acres park includes 11 campsites that accommodate both primitive and RV camping. Each site includes both a 30 amp and 50 amp service, as well as wastewater connections for each camper. The campground also features a complementary dump station, playground, boat ramp, and day use facility.

The City of Eupora is seeking an individual to serve as Campground Host who will live onsite at the campground. Camp hosts will work closely with Eupora Parks & Recreation Department to maintain campground facilities and grounds, communicate with Parks & Recreation Department and local law enforcement regarding safety or security issues, and ensure a welcoming camping experience for our guests. He or she will be responsible for site presence at the campground, assisting in the management of the online reservations system, supporting a positive guest experience and representing the City of Eupora.

Camp hosts must have the ability to live onsite in a camping unit during scheduled workdays and must supply their own hard-sided recreational vehicle. A photo and description of the camping unit must be supplied for final approval by the Eupora Parks & Recreation Department. A full-hookup campground site and propane is provided for camp hosts at no cost to the camp hosts during their scheduled volunteer period.

Camp hosts must also have the ability to work a varied schedule that includes evenings, weekends, and holidays. Due to the inherent nature of living in the campground, hosts may respond to situations or emergencies outside of their scheduled volunteer hours. Camp hosts must also be prepared to work outdoors in all weather (extreme heat, rain).

Exact shift times will vary. Camp hosts are scheduled year round.

Examples of duties and responsibilities

These examples do not include all possible tasks assigned and do not limit the assignment of related tasks in this position. Regular attendance according to the approved volunteer schedule is required.

1. Greet and interact with visitors at assigned locations and facilities.
 - a. Using Campspot.com to assist with reservations and support guest check-in/reservation processes as needed.
2. Ensure site presence and perform daily inspections of campsites, pavilion and other facilities and notify Parks maintenance of facility repair and maintenance.
 - a. Keep campground and park litter free.
3. Ensure safety and security of the campground facility.
 - a. Notify and work with local law enforcement when necessary.
4. Comply with all campground and park policies and procedures as established by Eupora Parks & Recreation Department.
5. Perform other related duties as apparent or assigned.

Minimum Qualifications

- o Must be at least 18 years of age.
- o Own an RV, 5th wheel, camper or van conversion (proof of insurance must be provided).
- o Must have access to a laptop or tablet for managing online reservations.
- o Must have a valid driver's license.
- o Customer service experience.
- o Ability to perform duties as described.
- o Maintain a tidy host site and a professional, approachable appearance.
- o Proficient in email and basic computer skills necessary for managing online reservations.

Preferred Qualifications

- o Six months of work experience in the campground, camping and/or customer service industry/hospitality industry.
- o Experience working with diverse populations.
- o Special / Holiday Event planning and scheduling for campground guest activities.

The City of Eupora will provide, for the Volunteer's use, the following:

- **Recreational Vehicle (RV) Site Pad** located at the Whites Creek Lake Campground
- **Utilities** to include electrical, sewer, water and garbage services of the campground, wifi, as well as propane fuel needed through the season.

The applicant is responsible for any and all other utilities and services not specifically provided by the City of Eupora such as, but not limited to, phone, and cable services.



City of Eupora White's Creek Lake Campground

CAMPGROUND HOST APPLICATION

EMAIL COMPLETED APPLICATION TO EUPORAPUBLICWORKS@GMAIL.COM OR DELIVER TO EUPORA CITY HALL
390 CLARK AVE. EUPORA, MS 39744

Applicant information

Full name:	_____	Date:	_____
	<i>Last First M.I.</i>		
Address:	_____	Phone:	_____
	<i>Street address Apt/Unit #</i>		
	_____	Email:	_____
	<i>City State Zip Code</i>		
Telephone #	_____	Date of Birth	_____
		Driver License #	_____
Email:	_____		

Are you a citizen of the United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you experienced with computers?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you worked as a Volunteer Host before?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, when?	_____
Have you ever been convicted of a felony?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, explain?	_____
What kind of camping equipment?	Length _____		_____

List your two most relevant volunteer or work experiences.

Will any pets reside with you?

Yes No

If yes, what kind?

Please list any physical limitations that may impact your volunteer activities.

References

Please list two (2)

Full name:

Relationship:

Company:

Phone:

Address:

Email:

Full name:

Relationship:

Company:

Phone:

Address:

Email:

Please read the following conditions of employment and sign below:

I will reside during my agreement period as campground host in the City of Eupora's White Creek Lake Campground to which I have been assigned.

I will stay at the campground for the convenience of the City of Eupora Park and Recreation Department.

I will accept residence arrangements established by my assigned campground as a condition of my being accepted to perform volunteer services as a Campground Host.

I understand that this agreement can be terminated at any time by either party in writing and that past volunteer status does not obligate the City of Eupora to place me as a Campground Host in the future.

I understand that I may not be entitled to workers' compensation or liability protection.

I understand that all the information I have willfully provided on this application is required under the authority of the City of Eupora Parks and Recreation Department for the safety and well-being of all persons who utilize public campground facilities, and that this information will become public record. I understand that a criminal history check may be obtained prior to my appointment as a campground host. I agree to perform the minimum required activities. I certify that this information is complete and true.

I agree to abide by Department Policy, State and Federal laws which prohibit discrimination in employment, education, housing, public accommodations, law enforcement or public service based on religion, race, color, national origin, age, sex, marital status, sexual orientation, gender identity, height, weight, or disability.

I certify that I have read, understand, and have signed the "Volunteer Release and Waiver of Liability".

I further certify that I have read, understand and agree to abide by the Campground Host-Volunteer Program.

Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____