

Alpena County Parks and Recreation Commission
720 Chisholm Street Suite 7
Alpena, MI 49707

Campground Host Program

Introduction:

This packet is designed to give you the information necessary to apply for a campground host position. Applications will be accepted all year but must be received at least 30 days in advance of the beginning of the camping season that you wish to serve as host. Please send completed applications to the Alpena County Parks & Recreation Commission 720 Chisholm Street Suite 7 Alpena, MI 49707.

Principal Duties and Responsibilities:

During the period from May 15th to October 15th, the volunteer will serve as a “live in” host at one of the Alpena County Parks. The primary responsibility is to assist campers by answering questions and explaining campground rules in a cheerful and helpful manner. Campground Host volunteers should be familiar with Alpena County Parks campground rules and should become familiar with local points of interest and the location where local services can be obtained.

Volunteers perform light maintenance work around the campground such as litter pickup, sweeping, stocking supplies in toilet buildings and make emergency minor repairs when possible. Campground Host volunteers may be requested to assist the Park Managers at their discretion as needed.

Volunteers will set an example by being model campers, practicing good housekeeping at all times in and around the host site, and by observing all rules.

Campground Host volunteers generally work independently. Volunteers are accountable to the Park Managers who will provide training and orientation for hosts and assist hosts throughout the season with any questions or problems that may arise.

When:

The Campground Host Program runs from May 15th to October 15th. Campground Hosts may be used as needed and at the discretion of the Park Managers. Volunteers are expected to serve at the campground for the period from May 15th – Oct 15th. Consideration may be given to shorten this period in special circumstances occur. Such provisions are at the discretion of the Alpena County Parks & Recreation Commission.

Selection:

Campground Hosts will be selected from applications that have been satisfactorily completed and submitted in a timely manner. Interviews will be conducted by the Alpena County Parks and Recreation Commission. The number of consecutive years that a host may serve may be

limited to all others an opportunity. These limitations are at the discretion of the Alpena County Parks and Recreation Commission.

Background Check: All volunteers must undergo a background check. This is done at the time of selection. This also applies to hosts returning from the previous season.

Termination: Campground Host volunteers may be terminated and required to vacate the site if job performance is deemed unsatisfactory or for any other reason or no reason at all at the discretion of the Park Managers with approval from the Alpena County Parks and Recreation Commission.

Host Benefit: Campground hosts are provided a free campsite in return for services provided. A campground host's camping unit and equipment may remain on site during the entire time of the camping season.

Campsite: The Park Managers will select the site and facilities to be used by the campground host.

Equipment: The campground host provides their own camping unit, equipment and personal items. Safety equipment required to perform duties will be provided by the campground manager. Other equipment needed to perform duties may be provided by and at the discretion of the Park Managers.

Work Week: Campground hosts are to provide service for four to five days a week to include weekends and holidays. Days off are mutually agreed to by the Park Managers and the host.

Hours: Campground host on-duty hours will be mutually agreed to by the campground manager and the host but must be at least 20 hours per week.

On Call: Campground hosts are "on-call" to assist other campers at all times of the day or night. Campground hosts should attempt to greet campers, introduce themselves and share information about the campground and park.

Duties: Campground host duties will include light cleanup in the campground (a few hours each day), keeping toilet buildings neat between regular cleanings, assisting and directing visitors to campsites, explaining camping fees, assisting with camping activities, operating equipment, assisting office personnel and providing information.

Prohibitions: Campground hosts will not collect money nor operate any vehicle owned by the Alpena County Parks and Recreation Commission/Alpena County – either on nor off of Park property.

No Enforcement Duties: Campground hosts will take no law enforcement measures other than being observant and advising campers of minor rule violations. All other rule violations will be reported to the Park Managers.

Identification: A sign which reads "Campground Host" will identify the host site. An adult member of the host family will be provided with a name tag, shirt or other identifying article which clearly identifies them as the Campground Host.

Rules: Campground hosts shall comply with all rules and policies of the Alpena County Parks and Recreation Commission at all times.

Training: Campground hosts may be required to attend orientation or training sessions at the discretion of the Park Manager.

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CAMPGROUND HOST VOLUNTEER APPLICATION

Complete the application in its entirety and return to the Alpena County Parks and Recreation Commission at the address above.

Applicant's Name (First, M.I., Last)				
Address		City	State	Zip Code
Retired ? ___ Yes ___ No	Occupation (Current or Past)		Home Phone Number ()	
Cell Phone Number ()		Email Address		

I hereby apply for a position with the Alpena County Parks and Recreation Commission as a Campground Host at :

Park being applied for: (mark correct box)

___ Beaver Lake Park ___ Long Lake Park ___ Sunken Lake Park

Have you ever camped at any of the Alpena County Parks? ___ Which one(s) _____

Are you familiar with the Alpena County Park Rules? ___ Yes ___ No

Approximately how many years have you been a camper? _____

Are there dates that you are NOT available during the camping season (May 15th-Oct 15th)?
 If Yes, please specify _____

What type of camping unit will you be using if you are selected as a Campground Host?
 ___ Motor Home ___ Pickup Camper ___ Trailer ___ Tent

Size	Length
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Do you have vehicle liability insurance? ___ Yes ___ No If Yes, complete next section below

Name of Insurance Company	Policy Number	Expiration Date
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List your specific outdoor interest or hobbies: (botany, hiking, bird watching, etc.)

List any special needs which may limit your work conditions:

List all additional immediate family members who will reside fulltime at the campsite:

Name (First, M.I., Last)	Relationship

Please list two (2) personal references:

Name	Occupation	Phone Number
		()
		()



ALPENA COUNTY APPLICATION FOR EMPLOYMENT

To the Applicant: We appreciate your interest in Alpena County and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications. You may complete this application now or return the completed application at a later time. You may show this application to any person of your choice.

As an Equal Opportunity Employer, we base employment decisions on job-related information and do not discriminate unlawfully because of race, color, religion, sex, age, national origin or ancestry, marital status, veteran status, height, weight, physical or mental disability unrelated to performance, or any other status protected by law.

PERSONAL

Name _____ Date of Application _____
(Last Name) (First Name) (Middle Name)

Address _____
(Street) (City) (State) (ZIP)

Email address: _____

Telephone Number (with area code) _____ Cell Number (with area code) _____

Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No
(Proof of Citizenship or immigration status will be required upon employment.)

Have you been previously employed here? Yes No If yes, date(s) _____

Supervisor Name (s) _____

Have you filed an application before? Yes No If yes, date(s) _____

List any friends or relatives working here _____

EMPLOYMENT DESIRED:

Position(s) applied for _____

Kind of work sought: Full time Part time Other _____

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for?

Salary desired _____ Date available to work _____

EMPLOYMENT EXPERIENCE (List current or most recent job first)

Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			

List any other positions held on a separate sheet.

Please explain all periods of unemployment: _____

Have you ever been discharged or requested to resign from any position? Yes No

If yes, explain: _____

Have you ever been disciplined or discharged for absenteeism or tardiness? Yes No

If yes, explain: _____

Education	Name/Location	Years Completed	Diploma/ Degree	Courses of Study
Elementary				
High School				
College				
Graduate				
Vocational/Training				

REFERENCES (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1				
2				
3				

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes No

If yes, what branch? _____ Rank at Discharge _____ Date of Discharge _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a felony or a misdemeanor?* Yes No

If yes, please explain: _____

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Do you have a valid driver's license? Yes No License No. _____ State _____

List professional trade, business or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, disability, marital or veteran status, height, weight or age:

State any additional information that you feel may be helpful to us in considering your application.

PRE-EMPLOYMENT STATEMENT - READ CAREFULLY BEFORE SIGNING

I understand that submission of this application does not assure that I will be employed. I certify that the statements made by me in this application are true and complete. I understand that any false statement or misstatement on this application or in my interview(s) may cause rejection of the application, or dismissal if such false statement or misstatement is discovered subsequent to employment. I understand that before an offer of employment is extended I may have to pass a drug and alcohol test.

I understand that the information in this application will be used by Alpena County and my current and previous employers and others may be contacted to make an inquiry concerning my personal, employment, financial, educational, and medical history and other matters related to employment. I request my current and previous employers, educational institutions and medical providers to answer any inquiry and to provide any requested information contained in any employment, medical or educational records or files relating to me. I hereby release and agree to hold harmless Alpena County and my current and previous employers, educational institutions, and medical providers (and their agents and employees) from any and all claims arising in any way from their cooperation in any inquiry or investigation about me, and I waive my right to receive any notice concerning any disclosures made as a part of such inquiry or investigation. I also release and agree to hold harmless Alpena County and the medical/technical testing agencies (and their agents and employees) from any and all claims arising in any way from their administration or use of results of tests from physical examination of me, including any laboratory tests (including tests for drugs and alcohol), and I authorize the medical/testing agencies conducting the examination and/or tests to report the results thereof to the company, its agents and employees.

I understand that my employment shall be on such terms and conditions as Alpena County may determine and change from time to time and is based upon the requirement that employees become familiar with and abide by the rules, regulations, policies and procedures of Alpena County, as may be established and changed from time to time. Such employment is at will and, therefore, can be terminated by Alpena County at any time, with or without cause and with or without notice. I understand that no one except the Alpena County Board of Commissioners by an action of a quorum of the Board at a Board meeting has any authority to enter into any agreement for employment other than a terminable at will basis, and that no such agreement shall be effective or binding unless it is individually addressed to me in writing and acted on by the Board as provided above.

I acknowledge that I have read and understand the forgoing disclosures, waivers, releases and agreements.

SIGNED: _____

DATE: _____