

## Park Host Duties Overview San Luis Pass County Park

Park Office hours are 8am to 5pm Tuesday through Sunday.

Park Host hours are 4:45pm to 8:15am Tuesday through Sunday and all day Monday.

Your role as Park Host is to assist the park supervisor and staff by providing visitors with information and assistance, making sure everyone's stay with us is a pleasant one.

### Goals and Objectives:

- Assist park visitors and enhance their experience at the park.
- Assist park visitors when park staff are not on duty.
- Help prevent vandalism and abuse.

### Duties and Responsibilities:

From the time the park office closes in the evening until it reopens the next morning. (After 10pm you may sleep and wake as needed) Park Hosts shall provide visitors with the following services and information.

- Collect paperwork from park office at 4:45pm. Double check sites in the morning and return paperwork with updates by 8am.
- Check in or register late arriving campers.
- Direct late arriving campers to their sites and provide them with the current gate and shower codes.
- Collect fees only from unregistered late arrivals who intend to leave before the park office reopens.
- Provide information on park facilities and area attractions as needed or as requested by visitors.
- Routinely check secured areas to see that they remain secure; also check RV and day use bathhouses to ensure they are working properly. Verify campers are accounted for and that no one has slipped in unobserved.
- Report any lights out or other problems by listing them on the chart for that night.
- Clean up messes or restock bathrooms as needed to avoid larger problems when park staff arrives.
- Record all emergencies involving park visitors. Include name, address, and telephone number for any person involved. Notify the park supervisor as soon as possible.
- Advise any guest of rules not being observed when necessary.

### Park Host Must Always:

- Be helpful and courteous.
- Maintain a neat personal appearance
- Maintain host campsite with a clean and neat appearance.
- Consume no alcohol while on duty.
- Obey all park rules and regulations
- Obey all federal and state laws

### Benefits:

- Free full service campsite with 30 and 50 amp service.
- Staggered, week-on/week-off schedule when two hosts are present.
- Park Host sign provided. Hosts are also provided a daily list of guests on site and impending arrivals when the office closes.
- Free bagged ice.
- Telephone provided while on duty (911 service and local calling only)
- Host's family and friends may stay at the park host site, provided host RV or site will accommodate number of guests present.
- Pets are allowed and welcome, only if they are well kept, on a leash or in the RV at all times, cleaned up after daily and no excessive noise.

**May be Terminate Due To:** Non-performance of required duties or responsibilities, or at the supervisor's prerogative.