



## **INDIAN CREEK CAMPGROUND VOLUNTEER CAMPGROUND HOST DESCRIPTION**

### **Overview**

A Campground Host is a specialized volunteer role in Mendocino County Cultural Services Agency Parks Division. Hosts are recruited to be visible representative of the Mendocino County Parks Division at Indian Creek Campground and its day use area. Hosts provide basic operational services and information to the visiting public. Hosts reside temporarily in a recreational vehicle or trailer in the designated "Campground Host" campground site during the open season which is April through the last weekend in October.

### **Minimum Qualifications**

Campground hosts must be over that age of 21 and physically able to carry out the assigned duties. Hosts must supply a suitable recreational vehicle or trailer, described as a motor home, travel trailer, truck camper or camping trailer in good repair, not exceeding 26 feet in length, subject to approval from County staff. Hosts must also complete a County of Mendocino Volunteer Application with North Coast Opportunities, be interviewed by County staff, and supply personal references. The County will also require a copy of the following: proof of a valid Driver's License, vehicle registration and proof of vehicle insurance.

### **Host Duties and Responsibilities**

The primary role of a host is to provide park visitors with information, assistance and service. Duties include encouraging compliance with park rules and regulations and assisting visitors in finding and using the campground fee collection box.

Secondary duties include interpreting resources, performing light housekeeping and janitorial duties like maintaining the restrooms. This includes emptying the trash, sweeping the floor, cleaning the mirrors and ensuring that soap, toilet paper, and towels are properly stocked. Additional duties may include performing minor maintenance tasks such as picking up litter, emptying trash, raking the campsite pad, washing or wiping picnic tables, or cleaning campfire rings.

Hosts must be available 5 days a week including all weekends and holidays, and be available during designated duty hours (minimum of 15 hours per week) to meet visitor and park operational needs.

Hosts should be observant at all times, reporting on infractions to the proper authorities, and providing informational, non-law enforcement advice to campers. Hosts shall not perform law enforcement duties. Any violations or emergencies observed by hosts or park visitors should be reported using appropriate methods of communication (calling 911, dispatch, contacting the sheriff's office, contacting Mendocino County Facilities and Fleet Division, or Mendocino County Cultural Services Agency Staff etc.)

Hosts shall comply with all park regulations and state, and county laws while residing in the park. Violation of any regulation or law may be grounds for immediate termination.

As representatives of Mendocino County Parks, hosts are expected to:

- Wear volunteer campground host vest and identification card and maintain a neat appearance.
- Maintain a neat and orderly campsite at all times.
- Respond to requests for assistance in the park.
- Be available and responsive to visitor inquiries, providing correct information in a courteous and thoughtful manner.

### **Campground Host Amenities**

Host assignments are temporary and only during Indian Creek Campground's "Open Season" (April –October). The campground host assignment is not meant to provide semi-permanent homes for individuals in Indian Creek Campground. Vehicles shall be limited to one (1) residential vehicle (trailer, motor coach or bus) not to exceed 26 feet in length and one (1) additional motorized vehicle, as the parking area of the site allows. The Cultural Services Agency: Parks Division grants occupancy of the campsite and amenities as a condition of volunteering a minimum of 15 hours a week. At least one person residing in the host occupancy of a campsite must provide the minimum of hours required for the host assignment.

The Indian Creek Campground Host Site has the following basic items:

- Electrical and water hook up
- Sewer connection
- Local Telephone Line
- Access to a P.O. Box at the Philo, CA Post Office
- \$100 (one hundred dollar) Stipend per month

### **Host Site Conditions**

Hosts are required to maintain their belongings and grounds surrounding their site in a condition that is attractive and safe. Personal property will be stored out of sight of the public, except as determined appropriate by County Facilities and Cultural Agency Staff. Awnings, synthetic turf and small amounts of outdoor furniture may be permitted outside the RV or trailer. Hosts are not permitted to have pets in the park. No pet corrals, cages or similar facilities will be allowed on park property. Gardens or the cultivation of plants is not permitted within the park, and no personal property storage containers or structures may be used or constructed on park property. The following residential items are prohibited: bird feeders, yard art, excessive outdoor lighting, wind chimes, or other items that distract from the park image.



**INDIAN CREEK CAMPGROUND  
VOLUNTEER CAMPGROUND HOST APPLICATION**

For consideration, please submit your completed application to the Parks Program Administrator, Megan Dukett at [dukettm@mendocinocounty.org](mailto:dukettm@mendocinocounty.org). The County intends to contract for this role **ASAP** in anticipation of the Park's open season in 2019.

Name(s) of Applicants(s): \_\_\_\_\_  
(Couples Welcome to apply)

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phones w/Area Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of people who will be residing in the Campground Host Site: \_\_\_\_\_

Have you reviewed the Campground Host Volunteer Description?  Yes  No

Highlight your educational and employment background/experiences that you feel may contribute to the County park volunteer program. Please provide a description of skills & experiences (You may attach additional pages or resume):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to become a Mendocino County Volunteer Campground Host? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A condition for becoming a Campground Host for Indian Creek Campground requires that you have a camping trailer or motorhome that is in good repair and does not exceed 26 feet in length. Please provide information including the year, make/model, and size of your camping unit:

\_\_\_\_\_

In addition to a camping unit, a campground host may have one (1) additional vehicle for transportation. Please provide the year, make/model of vehicle:

\_\_\_\_\_

The Park is open from April – October. Are you available to serve during the entire open season? If not, what portion of the season?

\_\_\_\_\_

Please list three references who are not related to you who know of your work quality:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

***I understand that additional information, such as a driver's license, vehicle registration, proof of insurance, are required for the Campground Host position. I hereby certify that all statements made on this application are true and complete.***

Applicant Signature(s)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_