



Volunteer Camp Host Position Description

(revised 2.17.15)

Purpose: This volunteer position exists to supplement the ongoing needs of the Jefferson County Fairgrounds Campground operations, the management of its campsites and other Fairgrounds facilities. The focus of this position will be to provide an immediate contact person in the campground for all users as well as to provide frontline operational support. Applicants will commit to approximately 25 hours per week of basic maintenance, landscaping, customer service and other duties in the campground area and/or other areas on the Fairgrounds as needed. In exchange, the Fairgrounds will waive campsite rental fees.

General Guidelines:

- Will constantly work to improve customer service, efficiency, professionalism, courtesy, respect and revenue generation.
- Will be an ambassador for the Fairgrounds, sharing information accurately and in a friendly manner with customers.
- Camp Hosts must commit to a minimum of a one-month (30-day) stay using their own RV.
- Campsite rental fees are waived for the duration of agreement.
- Will comply with Fairgrounds standards on professional appearance and uniform(s). A name tag will also be worn while on duty.
- Will commit to approximately 25 hours per week of basic maintenance, landscaping, customer service and other duties in the campground area and/or other areas on the Fairgrounds as needed.
- While on camp host duty, host(s) will remain on Fairgrounds property and be available for camper/staff needs.
- The application process will consist of a completed application, interview with Fairgrounds staff, completed volunteer waiver, camp host agreement and successful background check. Volunteers must also successfully complete appropriate training provided by Fairgrounds staff and/or other camp hosts.

The Ideal Camp Host Will:

- Have previous camp hosting experience.
- Want to be part of, and thrive in a fast-paced, entrepreneurial environment.
- Have a "whatever it takes" attitude.
- Have 100% accountability.
- Act as a leader.
- Act as a strong team player.
- Be a problem solver.
- Show initiative, a strong work ethic as well as ownership and pride in their efforts.
- Present themselves in a positive manner to everyone they encounter.
- Always be looking for ways to improve, grow and maximize efficiency.
- Have excellent communication and project management skills.
- Be comfortable working in/around a fairgrounds environment.
- Have experience building, leading, managing and partnering with marketing, PR and sales teams.
- Have a concierge-like approach to this position.

Typical Weekly Duties:

- Greets and manages check-in and other needs of fellow campers, answer basic questions, assist with general information about Fairgrounds or surrounding area.
- Keep campground and surrounding areas clean and free of trash and litter. This includes, but is not limited to, picking up trash, emptying trash barrels, sweeping walkways, etc.
- Unlock/lock sanitary dump station and collect associating dump fees.
- Basic mowing and weeding of campsites, playground area and other Fairgrounds areas as needed.
- Keep picnic pavilion and surrounding areas (playground area, ADA pad, etc.) clean. This includes, but is not limited to sweeping, trash removal, pulling weeds, wiping tables, etc.
- Inspect playground structure(s) and perform minor maintenance/upkeep.
- Service restroom/shower/toilet facilities daily and/or as needed.
- Water and upkeep trees, plants, flowers, etc. in the campground.
- Check campground (window) passes to ensure accurate guest records.
- Lock-up water and electric services after guest check-out.
- Communicate customer needs, incidents, requests, information, etc. to Fairgrounds staff.
- Paint amenities and/or structures (trash cans, arena railing, etc.).
- Attend camp host meetings with Fairgrounds staff.

WARNING: UNDER COLORADO LAW, AN EQUINE OR LLAMA PROFESSIONAL IS NOT LIABLE FOR ANY INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE OR LLAMA ACTIVITIES RESULTING FROM THE INHERENT RISKS OF EQUINE OR LLAMA ACTIVITIES, PURSUANT TO SECTION 13-21-119, COLORADO REVISED STATUTES.

WARNING: UNDER COLORADO LAW, THERE IS NO LIABILITY FOR THE DEATH OF OR INJURY TO A PARTICIPANT IN AN AGRICULTURAL RECREATION OR AGRITOURISM ACTIVITY RESULTING FROM THE INHERENT RISKS OF THE AGRICULTURAL RECREATION OR AGRITOURISM ACTIVITY, PURSUANT TO SECTION 13-21-121, COLORADO REVISED STATUTES.