



## **Park Host Job Description**

### **General Description**

The primary job of the Park Host is to care for the parks and campgrounds and to provide a quality experience for all who enter Riverside West and East. The position requires the following skills: exceptional customer service, the ability to perform manual labor when necessary, basic mathematical and writing skills, and good communication skills. The Park Host should enjoy working outdoors and working with the public. The Park Host will need to be knowledgeable in basic record keeping and will also need to be willing to perform the cleaning tasks necessary around the parks and campgrounds. The Park Host is expected to work every weekend, summer holidays, and whenever there are busy peaks. This is a seasonal, temporary position with no benefits. A monthly stipend will be paid on a contract basis.

### **Park Host Duties & Responsibilities**

- Recording campsite reservations at Riverside East and West and collecting payments
- Opening and closing the Splash Pad daily (open at 11am; close at 8pm)
- Monitor pavilion rentals and ensure that the correct party is using the pavilion they reserved
- Cleaning/stocking bathrooms and showers, emptying trash cans, and picking up trash on the grounds when necessary
- Monitoring the parks and campgrounds for noise/volume complaints, littering, alcohol use, and damage to any city property.
  - If there is any damage it is the responsibility of the Park Host to report it to the Police Department.
- Mowing the interior of the Splash Pad and the Shuffleboard court
- Patrolling both parks frequently (gator provided)

The Park Host is expected to stay at one of the campsites at Riverside West near the Park Host office. This campsite will have electricity and a water hookup. The host will provide their own camper or RV. In the event the host is going to be absent for a significant amount of time, especially overnight or on weekends, host will provide a replacement approved by the city.

No uniform is required or provided. The Park Host is expected to dress appropriately for the job and will be representing the City of Ewart. Submit resume and cover letter to [citymanager@ewart.org](mailto:citymanager@ewart.org).