



LINN COUNTY CONSERVATION BOARD  
10260 MORRIS HILLS ROAD  
TODDVILLE, IOWA 52341  
PH: 319-892-6450 LinnCountyParks.com

LinnCounty.org



## VOLUNTEER JOB DESCRIPTION

# CAMPGROUND HOST

## Pinicon Ridge Park

*In exchange for light duty cleaning, maintenance, camping discount, firewood & ice sales along with routine customer for the public, the Linn County Conservation Department will provide free camping at a designated campsite in Flying Squirrel Campground at Pinicon Ridge Park between the months of April and October. The department will provide all electricity, water and sewer at no charge to the host(s).*

### **EXPECTATIONS**

- A normal presence is required in the park during the week and especially in the evenings and weekends/holidays. If the hosts are going to be gone for an extended period of time, prior arrangements shall be made with the Park Ranger to cover duties required by the camp hosts.
- Park staff shall be notified immediately of any problems in the campground, violations of rules and regulations, campsite disputes, accidents or any other emergency situations. This **position DOES NOT perform any law enforcement actions or encounters with visitors where an officer may be needed.**
- (A monthly staff duty schedule will be provided as to when park staff is on/off duty)

## SCOPE OF DUTIES AND RESPONSIBILITIES

### **Shower Facility**

- The showerhouse will be checked twice on a daily basis (preferably morning and evening) and more frequently during heavy-use weekends such as holidays, full capacity, etc. It shall be cleaned and supplied as needed.
- Clean/scrub toilets, urinals, sinks, mirrors and counters.
- Replace any toilet paper dispensers that are empty.
- Pick up/sweep any toilet paper, etc. that is on floor in between stalls or may be on the floor. Floors may be need to be hosed down periodically in between major cleanings.
- Replace trash liners as needed.
- Replace hand sanitizer containers as needed
- Shower stalls shall be cleaned as needed – floor mats pressure sprayed once per week.
- Report any broken items to staff so they can be replaced in a timely manner.
- Outside area shall be kept clean (cigarette butts, etc.)
- A “deep cleaning” is preferred once a week (typically Mondays or Tuesdays) using the supplied pressure sprayer. Floors and shower stall walls will be pressure sprayed.

### **Camping Coupon Discount Book Sales**

-The hosts shall be responsible for selling camping coupon books and writing receipts for each book sold (money and receipt to be placed in money post in A-Loop registration kiosk)

### **Firewood & Ice Sales**

-Hosts shall open the firewood box at 8 A.M. and close it at 9 P.M. (no sales after 9 P.M. – may be sold earlier than 8 A.M.) The hosts shall try and collect the money from customers if possible (this avoids theft) – If hosts are gone from site then it may be agreeable to leave firewood box open for campers convenience.

-Ice must be sold by the host and will be kept locked at all other times. Ice money sales shall be kept separate from firewood sales money.

-Hosts shall inform park staff if supplies get low so it may be stocked in a timely manor.

### **Playground Area**

-Hosts shall try and keep the playground area in a clean state – any refuse left behind shall be picked up and properly disposed of.

### **Assisting the Public**

-The hosts shall provide information and assistance to the public with answering questions or handing out brochures, maps, etc. In the case of questions that cannot be answered by the host, the customer will be referred to of the full-time employees to answer the questions.

### **Miscellaneous**

-The department will provide all cleaning supplies and equipment to perform duties expected.

-Hosts selected for a seasonal position will be required to complete certain training session prior to commencement of their duties (usually from the County's Risk Management department).

-Hosts selected will be required to sign an agreement with the Linn County Conservation Department which included a "hold harmless" clause.

-Hosts will be on a probationary status and may be terminated for any reason at any time since it is a volunteer position.

-Hosts will be required to submit to a standard criminal background check.

### **Contact Information (NOT TO BE GIVEN TO THE PUBLIC)**



Linn County Conservation Department  
**CAMPGROUND HOST**  
VOLUNTEER APPLICATION

10260 Morris Hills Rd  
Toddville, IA 52341  
(319) 892-6450  
www.LinnCountyParks.com

12/30/2020

NAME(s) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please list other members of your dependent family that will reside full-time at the campsite:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I (we) are applying to serve as a campground host for:  
 For the entire season of April 15 – October 15  
 For the month of \_\_\_\_\_  
 for the following dates \_\_\_\_\_

Are you familiar with the Linn County Conservation areas, programs and rules?  YES  
 NO (Overview of campground rules will be sent if needed)

Do you live out of your camper during the warm season?  YES  NO

How many years have you been camping? \_\_\_\_\_

Have you ever served as a host camper?  YES  NO  
If yes, where? \_\_\_\_\_

Who was your Supervisor? \_\_\_\_\_

What were your duties? \_\_\_\_\_

\_\_\_\_\_

If selected, what will you use for a camping unit? \_\_\_\_\_



---

---

---

---

---

---

---

---

---

---

Please return completed applications for Pinicon Ridge Flying Squirrel Campground Host to Aaron Batchelder, Head Ranger for the Wapsipinicon District, via mail at the address listed on page one, or via e-mail to: [aaron.batchelder@linncounty.org](mailto:aaron.batchelder@linncounty.org).

Thank you for your interest!

# Linn County Conservation Individual Volunteer Application



Please mail to: Wickiup Hill, 10260 Morris Hills Rd, Toddville, IA 52341 or email to [conservation@linncounty.org](mailto:conservation@linncounty.org)

**(if applying for Pinicon Ridge Park Campground Host 2021, email [aaron.batchelder@linncounty.org](mailto:aaron.batchelder@linncounty.org))**

## Contact Information – Required

Name	
Street Address	
City State Zip	
E-Mail Address	
Phone	

## Interests

Tell us in which areas you are interested in volunteering:

Volunteer Title	Description	Minimum Age Required	Background Check Required
<input type="checkbox"/> Wickiup Hill Host	greeting visitors, oversight of exhibit area, answering telephone (needed regularly)	18	Yes
<input type="checkbox"/> Abbe Creek Schoolhouse Host	greeting visitors at school house in Mount Vernon, provide general information about school house (summer only)	18	Yes
<input type="checkbox"/> Special Events	collecting fees, organizing activity stations for events such as Native American Culture Day, Fall Fest, Operation Relief (needed on occasion)	16	No
<input type="checkbox"/> Morgan Creek Arboretum & Butterfly Garden	helping to maintain the trees and garden area (needed spring, summer, fall)	16	No
<input type="checkbox"/> Campground Host	living on site at campground, helping park staff with visitor needs (availability based on current number of volunteers)	18	Yes
<input type="checkbox"/> Bluebird Box Monitor	visiting bluebird boxes to check for bluebird use and any disruption (availability based on current number of volunteers)	16	No
<input type="checkbox"/> Field/Trail Work	doing prairie restoration, invasive species removal, weeding (needed early spring)	16	No

## Time Availability

During which hours are you available for volunteer assignments?

Weekday:  Morning  Afternoon  Evening

Weekend:  Morning  Afternoon  Evening

## Month Availability

During which months are you available for volunteer assignments?

January  April  July  October  
 February  May  August  November  
 March  June  September  December

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work or through other activities, including hobbies or sports:

--

### Previous Volunteer Experience

Summarize your previous volunteer experience:

--

### Person to Notify in Case of Emergency

Name	
Street Address	
City, State, Zip	
Phone	
E-Mail Address	

### Agreement & Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I agree to hold harmless and release Linn County, Linn County Conservation Board and its employees from any liability arising out of my work activities on behalf of Linn County. I further agree to perform the work assigned and to follow all safety rules and regulations set forth by Linn County. To grant permission to the County to use photographs of me during my activities. To serve without any claim or compensation. To perform my assigned duties to enhance the quality of Linn County Conservation Parks system. To provide timely notice if I withdraw as a volunteer.

<b>Name (printed)</b>	
<b>Signature</b>	
<b>Date</b>	

### Our Policy, Process & Background Checks

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Thank you for completing this application form and for your interest in volunteering with us. Once your application is reviewed, you will be contacted by a staff member to discuss your interests and arrange for an orientation. If the position you are applying for requires a background check, a staff member will provide you with additional forms to start the process of a background check.