

Wayne National Forest Leith Run Campground Host

Position Description

Dates of Position: April 6 through November 1, 2016

Overview:

The Wayne National Forest, Athens Ranger District has one position for a campground host (couple or individual) for Leith Run Campground, located on the Ohio River just north of Newport, OH. Camp hosts receive a full hookup camp site (50 amp electric, water, and sewer), but must provide their own trailer or RV. Each host will be responsible for helping to maintain the campground, clean and maintain the toilets, and welcome and provide visitors with information about the area.

Campground hosts represent the “eyes and ears” of the Forest Service. Hosts are to be courteous, helpful, and enthusiastic. Hosts are expected to be visible and to positively convey the recreation facility rules as necessary. Hosts are provided a short orientation to the recreation facilities, necessary materials, and information. The Host is expected to serve as a role model to visitors by maintaining a clean and uncluttered living site.

Basic Requirements

- Campground Host(s) must possess good communication skills, demonstrate courteousness, and display a helpful attitude to all visitors, even under stressful situations.
- The Host(s) will work under the direction of Nick Mossbarger (Recreation Technician).
- The Host(s) must be in good health and physical condition in order to complete physical activities such as mowing, cleaning, and picking up trash.
- The Host(s) must be comfortable using equipment, including but not limited to riding mowers, string trimmers, and leaf blowers.
- The Host(s) must maintain a good working relationship with fellow employees, governmental agency representatives, and the visiting public.
- The Host(s) must become familiar with local points of interest, nearby facilities, and local rules and regulations.
- The Host(s) must provide own self-contained living unit.
- The Host(s) must agree to a criminal background check.
- The Host(s) Provide 20 hours of volunteer service per week.
- The Campground Host(s) is/are expected to be on duty during holidays and peak visitation periods, including but not limited to weekends, Memorial Day, Independence Day, and Labor Day.

Duties

- Typical duties include:
 - raking and grooming of sites and public areas;
 - cleaning and stocking restrooms (morning and evening);
 - picking up litter;
 - operating a mower/ string trimmer;
 - sweeping pathways;
 - maintaining a litter-free facility;
 - picking up cigarette butts;
 - maintaining outlying areas such as a small section of trail and the play area;
 - emptying trash containers and replacing the liners;
 - cleaning off campsites and picnic tables;
 - disposing of ashes in fire rings and grills.
- Campground Hosts are expected to report problems and any unsafe or hazardous conditions as they are discovered.
- Campground Hosts are expected to use riding mower, string trimmer, and leaf blower/Vacuum in the campsite area as campers vacate.
- Provide information to visitors, as needed.
- Update the reservation information by posting new reservation lists and by posting names and dates on the provided site reservation signs.
- Other necessary duties as assigned.

Routine Operation & Maintenance Schedule

Example of Campground Operation & Maintenance

I. Daily Maintenance

- a. Clean restrooms.
 - i. Wash and disinfect sinks, toilets, counters, showers, mirrors, trashcans, floors, walls, and all soiled dirty areas in or around the building.
(during peak season this is needed to be done morning and evening).
 - ii. Restock paper towels, toilet paper and replace trash can liner.
 - iii. Report any broken or leaking fixtures or vandalism.
- b. Empty trash containers and bear-proof trash cans.
 - i. Empty any trash containers more than 1/3 full.
 - ii. Replace liners as needed.
 - iii. Pickup all loose trash around containers.
 - iv. Report any vandalism, household garbage, or hazardous materials.
Report suspicious items to supervisor.
- c. Pick up trash around campsites.
 - i. Remove all trash from unoccupied sites and surrounding areas.
 - ii. Remove all trash from fire rings.
 - iii. Clean around all bulletin boards and signs as needed.
 - iv. Report any abandoned property.

- d. Update reservation signs
 - i. Update reservation signs attached to site designation post.

II. Weekly Maintenance

- a. Clean restrooms.
 - i. Wash sidewalks, walls, roof overhang, windows and doors.
 - ii. Wash out all trash containers.
 - iii. Clean service hallway.

- b. Maintain grassy areas.
 - i. Mow all areas.
 - ii. Trim around rocks, campsites, signs, timbers and fences with string trimmer.
 - iii. Remove any fallen tree limbs from campsites and road.
 - iv. Blow off campsites, roads, walkways, and pavement and gravel areas with leaf blower.

- c. Clean campsites
 - i. Clean fire rings. Remove wood and ash. Scatter cold ashes away from tent pads and walkways.
 - ii. Remove any ropes, string, or nails from trees and timbers.

- d. Maintain signs and information boards
 - i. Inspect all signs and bulletin boards.
 - ii. Repair or replace any damaged or missing signs.
 - iii. Update with current information or regulations as needed.
 - iv. Remove any graffiti.
 - v. Add fee envelopes as needed.

If interested in this volunteer position, please submit a volunteer application and brief resume to the attention of Nick Mossbarger at the address below.

- If you have questions, call (740) 373-5021 or email ndmossbarger@fs.fed.us.

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