

SEASONAL RV PARK HOST APPLICATION

We consider all applications for all positions without regard to race, color religion, creed, gender, national origin, age, disability, exual orientation, citizenship status, genetic information or any other legally protected status.

Note: Applicants must have a valid drivers license and be able to pass a criminal background check.

This position is from April 15th through October 15th. Monthly salary \$250 plus a host site in the RV Park with full hookups and Wifi. Host must provide their own RV. This position is seasonal with no benefits.

GENERAL JOB DUTIES:

- Ensure the cleanliness of grounds, landscaped areas, parking lots, and restrooms. Camp Host will need to stock and clean restroom facilities twice a day.
- Daily checking for trash, litter, and debris in the park, and check trash receptacles for when they need to be emptied.
- Clean campsites by performing minor maintenance tasks such as raking the campsite pad and may need to wipe down tables.
- Responsible for ensuring quality of sites before guests check in, helping with any needs during their stay and making sure they check out in a timely fashion.
- Assist guests with registering, guiding them to their sites, and with other customer service needs.
- Camp host will need to be able to work a phone and tablet to help manage reservations using the on-line reservation site (ResNexus).

EXPECTED COMMITMENT:

- The RV park is open from April 15th until October 15th, unless otherwise posted. The Host will need to be settled before opening day.
- Approach all encounters with guests in an attentive, friendly, courteous, and service-oriented manner.
- We will need the camp host to remain on premise at all times from Friday morning until Sunday afternoon for check in's and check out's. Host is expected to assist with helping the campers to their spots and be there to verify arrivals are in correct spots. If the Camp Host has to leave for long periods of time during the week (over 8 hours) or needs to leave on the weekend they should get approval from the Public Works Director or Administrator.
- Camp host can expect many daily interruptions; campers could be arriving outside of designated times.
- Report all disturbances to supervisor or in emergencies, to the local authorities without attempting to discipline or apprehend any campground visitors.

CITY OF NEWPORT
FOUNDERS RV PARK HOST APPLICATION

All adults who will be residing in the park must be listed.

Successful applicant(s) will be contacted for an interview. Candidates will be interviewed in person, except in the case of returning park hosts.

Applicant #1

Last Name: _____
First Name: _____ Middle Initial: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Message Number: _____
Are you employed? _____ Retired? _____
Name of Employer: _____
Phone number of employer: _____

Applicant #2

Last Name: _____
First Name: _____ Middle Initial: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Message Number: _____
Are you employed? _____ Retired? _____
Name of Employer: _____
Phone number of employer: _____

Have you hosted in other parks? Yes _____ No _____
Park _____ Date _____
Park _____ Date _____

Do any of your friends or relatives work here? Yes: _____ No: _____
If yes, state name, and relationship _____

Do you have any conditions or limitations that require accommodation?

Yes: _____ No: _____

If yes, please explain: _____

Type of Recreational Vehicle:

Camper: _____ Trailer: _____ 5th Wheel: _____ Motor Home: _____

Size of Recreational Vehicle: _____ Year of Recreational Vehicle: _____

State briefly your reasons for wanting the Park Host position:

Do you have any pets?

Yes Please list type(s) _____ No

I hereby certify that the information provided on this application is true and correct to the best of my knowledge and belief. I hereby grant City of Newport permission to verify all facts contained herein. I hereby authorize the release of any relevant information pertaining to reference checks, criminal history, and work history to verify my eligibility to work for City of Newport. I agree to abide by City of Newport's policies and procedures. I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Dated: _____

Applicant #1 Name: _____

Applicant #1 Signature: _____

Applicant #2 Name: _____

Applicant #2 Signature: _____

Please attach a resume and a photograph of your RV.

References

(Not related to you)

1: Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
Occupation: _____
Relationship: _____
Number of years known: _____

2: Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
Occupation: _____
Relationship: _____
Number of years known: _____

3: Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
Occupation: _____
Relationship: _____
Number of years known: _____

CITY OF NEWPORT WAIVER/AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights.
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, criminal/traffic violation history, driver's license record, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications for a position with the City of Newport.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the City of Newport in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

Date

Applicant's Signature

Social Security Number

Applicant's Printed Full Legal Name

Date of Birth

Current Address

Driver's License No.# and State of Issuance

Telephone Number

City of Newport Job Description

Job Title: Seasonal RV Park Camp Host
Department: Public Works Department
Reports To: Public Works Director
FLSA Status: Non-Exempt
Last update Date: June 15,2023

SUMMARY:

This seasonal position performs a variety of tasks of customer service, camper notifications of rules, light janitorial in the park.

GENERAL JOB DUTIES:

- Ensure the cleanliness of grounds, landscaped areas, parking lots, and restrooms. Camp Host will need to stock and clean restroom facilities.
- Keep grounds free from trash, litter, and debris, and make sure to check trash receptacles for when they need to be emptied.
- Clean campsites by performing minor maintenance tasks such as raking the campsite pad and may need to wipe down tables.
- Responsible for ensuring quality of sites before guests check in, helping with any needs during their stay and making sure they check out in a timely fashion.
- Camp host will need to be able to work a phone or tablet to help manage reservations using the online reservation site (ResNexus).

EXPECTED COMMITMENT:

- The RV park is open from April 15th until October 15th, unless otherwise posted. The Host will need to be settled before opening day.
- Approach all encounters with guests in an attentive, friendly, courteous, and service-oriented manner.
- We will need the camp host to remain on premise at all times from Friday morning until Sunday afternoon for check in's and check out's. Host is expected to assist with helping the campers to their spots and be there to record who has arrived. If the Camp Host has to leave for long periods of time during the week (over 8 hours) or needs to leave on the weekend they should get approval from the Public Works Director or Administrator.
- Assist guests with registering, guiding them to their sites, and with other customer service needs.
- Camp host can expect many daily interruptions; campers could be arriving outside of designated times.
- Use of safe work practices for a secure work environment for staff and campground guests.
- Interact with guests and able to make recommendations for things to do in the local area.
- Follow all safety guidelines for the operation of equipment and use of chemicals if needed for cleaning the restroom facilities.
- Report all disturbances to supervisor or in emergencies, to the local authorities without attempting to discipline or apprehend any campground visitors. Camp Host will need to keep a record of any/all events that occur.

- Prioritize tasks based upon importance and urgency with conscious planning and thoughtful decision making.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

Job Qualifications: Experience in campground or comparable position, office and light maintenance work in high public contact area, read, write, and speak English in a clear and concise manner, ability to work nights, weekends, and holidays, capable of working independently and as part of a team.

Must be able to pass background check and have a valid driver's license.

EDUCATION and/or EXPERIENCE:

Preferred experience as Camp Host or history of visitations and knowledge of RV camps.

Must have basic knowledge of online reservations and computer skills to assist guests.

LANGUAGE SKILLS:

Ability to read and interpret documents such as employee handbook and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with general public and other employees.

ACCOMMODATIONS:

Host will be provided a site with full hook-ups and internet.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of situations with public. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Must be able to lift up to 50 pounds, lift and carry 25 lbs occasionally and 10 lbs regularly.
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 lbs without assistance.
- Ability to stand for long periods of time.
- Ability to bend, stoop, kneel, crouch, climb, and move safely over uneven terrain.
- Able to work inside and outdoors and in various climates.

*Note that this job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.