



414 Marvel Avenue
Chandler, Oklahoma 74834
(405)258-3200
www.chandlerok.com

Instructions: Host agreement is to be completed by the Camp Host prior to the Host's term of service. A completed copy of this document must remain onsite with the Host.

Section 1

Opportunity Description

The following **Basic Duties** apply to all Camp Hosts:

1. **Customer Service** – The host will extend polite and informative customer service to park guests and serve as a role model for campground conduct. The host will greet and introduce themselves to new arrivals to the campground and maintain a clean and orderly camp site.
2. **Restroom** – Restroom cleanliness is not the primary responsibility of the Host. The host is limited to minor cleaning, upkeep, and sanitation roles in the restrooms. These duties may include monitoring the status of supplies (e.g. toilet paper and soap), contributing to the general tidiness of the facility, and reporting other maintenance needs to City staff.
3. **Service Hours** – Each Host placement, whether composed of one or multiple volunteers, will offset the labor of at least one part-time employee. This is quantified at 30 mandatory hours of service per week. In instances of Host placement with multiple volunteers (spouse teams, families, etc.) these 30 hours may be shared among the members of the host party.
4. **On-call Status** – The specific nature of the Host's on-call status will be determined through cooperation between the Host and City staff. The Host shall provide a cell phone number for emergency contact with City staff and shall ensure the cell phone is readily available for the duration of host assignment.
5. **Conflict Resolution** – While the Host may monitor the campground for disturbances and conflict between guests, it is not a primary responsibility of the Host to resolve these disturbances, or to enforce quiet hours within the campground. The Host will be provided with instructions about how to get in touch with law enforcement to carry out the direct enforcement of park policies.
6. **Operation of equipment** – The Host shall not be required to operate machinery including, but not limited to, lawn mowers, weed-eaters, and chainsaws.
7. **All other duties** – Other Host duties may be defined by City staff and the Host based upon Park requirements and Host ambitions, provided they do not conflict with items 1 – 6 of the Volunteer Host Opportunity Description Duties.

General Description: Camp Host Position

Provide high quality customer service to campers in City parks; assist with day-to-day operations of the campground.

Duties:

- Perform public relations role in the campground by answering questions about camping, park facilities, programs, rules, and nearby points of interest. Be readily accessible to campers to receive their concerns and comments.
- Assist campers with setup when appropriate.
- Announce Park programs to campers.
- Maintain the campground by picking up litter, cleaning campsites, monitoring restrooms, replenishing restroom supplies, and notifying City employees of the need to attend to issues.
- Generally observe for permit compliance and notify City staff of noncompliance.
- Perform routine campground checks daily.
- Contact City staff and/or other law enforcement personnel when emergencies or activities within the park warrant. Camp Hosts shall not take any law enforcement action under any circumstance.
- Act as a liaison between campers and City staff; provide input to staff on campground operations.
- Be on duty and available to park visitors for the duration of assignment.
- Assist with special events as needed.

Qualifications:

- Ability to set an example as a model camper, practice good housekeeping, and remain courteous and helpful to the public.
- Ability to strictly follow park camping rules and regulations.
- Possession of own camping gear and personal items.
- Ability to follow directions and use safety precautions.
- Ability to bend, kneel, and move light to medium weight.
- Ability to pass a background check conducted by the Chandler Police Department and/or the Lincoln County Sheriff's Office.

Other Requirements:

- Refrain from any outside employment or other activities that might interfere with commitments of a Camp Host.
- Comply with all Camp Host Program guidelines as stated in the Opportunity Description.
- Wear Camp Host shirt and/or identification, if provided, when completing assigned tasks and when acting in a public relations capacity on behalf of the City.

Training:

- Brief, but thorough orientation with City staff.
- Other training as needed.

Section 2

Host/Site Agreement

This agreement is entered into between the Host Volunteer, hereinafter called the Host, and the City of Chandler and the Chandler Municipal Authority, hereinafter called the City.

The Host agrees to perform the tasks outlined in the Opportunity Position Description (Section 1).

The Host further agrees to the following:

1. To be on duty as suggested by City staff.
2. To work the minimum number of hours as suggested by City staff.
3. To refrain from any outside employment or other volunteer activities that might interfere with commitments of a host.
4. To supply own camping gear and personal items.
5. To set an example as a model camper, practice good housekeeping, and remain courteous and helpful to the public.
6. To wear Camp Host shirt or identification, if provided, when completing assigned tasks and when acting in a public relations capacity.
7. To provide necessary information to the Chandler Police Department for a mandatory background check.

The City agrees to the following:

1. To waive the campground fees for the period of the agreement.
2. To waive any maximum stay rules contrary to the agreement.
3. To orient and train the Host to the reasonable extent needed to enable Host to perform assigned tasks.
4. To ensure the Host's duties are conducted in a safe and secure environment.
5. To provide all Hosts with proper equipment, tools, site signage, and other benefits as outlined in the Host opportunity description.

The City and the Host mutually agree as follows:

The City Manager, or his designee, shall decide on all questions that may arise as to the quality, fitness, promptness, and acceptability of service provided by the Host to the park visitor, and the City Manager or designee may void or cancel this agreement by giving oral or written notice to the Host, thereby voiding or canceling this agreement. The City Manager or designee's determination and decision shall be final and conclusive. The Host may cancel this agreement at any time for any reason, giving verbal or written notice to the City.

Time Commitment:

Ranges from 7 days to 60 days with a maximum of 60 days per calendar year. All initial (first-time) opportunities are limited to 30 days per calendar year. Assignments of less than 7 days are discouraged but will be considered by City Staff.

Description of Camp Host site:

These amenities/features are available at the host's camp site:

- Campground C: water, electric, and sewer hookups.
- Campgrounds A & B: water and electric hookups; nearby sewer dump station.
- Sign visible from roadway identifying Camp Host site.
- Space to accommodate one RV and one additional tent only.

As volunteers, Hosts do not receive wages or stipend. They are not eligible for benefits applicable to City Employees. Hosts are not covered by Worker's Compensation. There is no insurance coverage provided by the City for damage or theft of personal property.

Special Statement Regarding Cleaning:

City staff holds the duties of primary cleaners in the park restrooms and are responsible for any thorough sanitizing and addressing of biohazard issues. Hosts are responsible for regular sweeping, policing for trash on floors, checking for toilet paper, replenishing supplies, general appearance of the building and grounds, and notification of major cleaning or maintenance issues to City staff.

On-Duty Assignment

Assigned dates: _____ (check in after 2pm & check out by 11am)

Section 4

Host Contact Information & Signatures

Name(s): _____
Address: _____
On-site cell: _____
Email: _____

Signatures

Host(s)	Date
_____	_____
_____	_____

City Staff	Date
_____	_____

Background check pass/fail (circle one)

Police Department Staff	Date
_____	_____