

Volunteer

Campground Host

Position Description



Larimer County, located along Colorado's Front Range, offers a unique opportunity to live and volunteer at one of our beautiful campgrounds on a seasonal basis.

Larimer County Department of Natural Resources
1800 S. County Road 31, Loveland CO 80537
(970) 619-4552 | larimer.gov/nrvolunteer



Our mission is to connect people, nature, and place.

Position Summary:

Volunteer Campground Hosts support staff in maintaining a high-level of quality customer service at Larimer County Department of Natural Resources (LCDNR) campgrounds. They provide a friendly, helpful, informative presence and carry out light maintenance and cleaning duties. Volunteer Campground Hosts impact everything from the visitor's experience to the stewardship of grounds and facilities.

Benefits:

- Be an integral part of promoting LCDNR's mission, enhancing the visitor experience and fostering stewardship values
- RV site with full hookups (electricity, water, and sewer)
- Parking pass for Larimer County Department of Natural Resources parks and open spaces
- Uniform t-shirt, hat, and name tag
- Training from experienced public lands staff
- Live in the scenic Colorado Front Range

Requirements:

- Provide your own transportation and living quarters trailer or RV
- Must be friendly, courteous, respectful, flexible, a team-player, and detail-oriented
- Possess a basic understanding of camping and willingness to assist campers of all experience levels
- Good communication skills both verbal and written
- Good time management skills and self-starter
- Ability to learn how to use radio system
- Ability to learn how to operate a golf cart or ATV
- Willingness to abide by all Larimer County Department of Natural Resources regulations and safety guidelines including alcohol and drug use policy
- Able to lift 25 lbs., walk, bend, kneel, carry, push, stoop, squat, twist, grasp, and walk 200 yards
- Possess a passion for public lands and a dedication to public service
- Ability to commit to entire 6-month season
- Complete a criminal and motor vehicle background check
- Willingness to live in a location without reliable cell phone coverage (Horsetooth Reservoir is the only location that has Wi-Fi and reliable cell service)
- Understanding and acceptance of the potential risks for this volunteer position such as extreme weather, potentially dangerous wildlife encounters, unpleasant interactions with the public, and injuries resulting from the physical duties outlined below

CAMPGROUND HOST




Duties:

- Assist with onsite reservation process including but not limited to checking-in campers, reporting unpaid or late arrival guests, placing reservation tags, and communicating issues to staff (specific duties are dependent upon your assigned campground)
- Greet and chat with campers, provide excellent customer service and answer visitor questions about the park or open space, nature, recreational opportunities, and local amenities
- Make regular trips around the campground during busiest times and/or throughout the day
- Assist in maintaining cleanliness of grounds by picking up litter
- Check the sites of campers who have left and ensure it is useable for the next camper including checking fire pits to ensure the fire is out, picking up litter and/or raking the camp pad as needed
- Clean cabins or tipis between visitors (specific campgrounds only)
- Operate golf cart or ATV according to safety guidelines
- Educate campers about rules and regulations and stewardship of natural resources through courtesy contacts; enforcement is the responsibility of LCDNR Rangers
- Communicate daily with LCDNR Rangers & staff including reporting guest or maintenance issues, potential safety hazards, and emergency situations
- Track volunteer hours on a weekly basis either online or a paper time report
- Complete all daily duties during on-duty hours (this may at times exceed 30 – 35 hours)
- Follow instructions and guidance of LCDNR Rangers and other staff including assigned light maintenance or cleaning duties
- Support Saturday evening education programs in campgrounds by promoting the program to campers ahead of time including distributing flyers and occasionally greeting attendees, starting a fire or other setup help the presenter may require (specific campgrounds only)

Training:

- Campground Host Orientation (5 hours)
- Campground Site-Specific Duties (2 hours)
- ATV or golf cart operation & safety (1 hour)

Hermit Park Open Space – Estes Park, CO

 2 host positions - due to scope of work and size of property, this location requires teams or couples who can work the same schedule

Schedule:

- 3-4 days on/3-4 days off, rotated with another host couple/team
- Typical week requires 30 - 35 hours per person, including on-call hours where the host is available but not actively working
- Must be available on weekends & holidays
- Season: May – October





Duties Specific to Campground:

- Clean cabins between visitors including sweeping, mopping, wiping surfaces, removing trash, lifting and wiping mattresses, cleaning fire pits, restocking supplies, and completing the cabin cleaning checklist
- Perform complete campground checks twice a day
- Check bear boxes for trash or lost items
- Assist staff with maintenance and cleaning duties as requested
- Assist staff at visitor center front desk answering visitor questions and providing customer service

Note:

- There are no showers at this campground; host must be self-contained within RV
- Host site is separate from visitor campgrounds

Horsetooth Reservoir – Fort Collins, CO

 Inlet Bay Campground – 2 host positions
 South Bay Campground – 2 host positions; due to scope of work, this location requires a team or couple who can work the same schedule

Schedule:

- 3-4 days on/3-4 days off, rotated with another host couple/team




- Typical week requires 35 – 40 hours per person, including on-call hours where the host is available but not actively working
- Summer Season: April – September
- Winter Season: October - April

Duties Specific to Campground:

- Remain onsite during on-duty days as backup to Information Center to manage reservations
- Operate campground reservation software including making reservations, camper check-in, and point of sale transactions
- Handle monetary transactions both cash and credit
- *South Bay campground only* – clean cabins between visitors including stocking supplies, sweeping, mopping, wiping surfaces, reporting needed maintenance and completing cabin cleaning checklist
- Assist with visitor parking including turning around when lot is full, reminders about not parking on grass, and directing visitor to appropriate places to park

Carter Lake area – Loveland, CO

 South Shore Campground – 1 position; due to scope of work, this location requires a team or couple who can work the same schedule.

 Eagle Campground – 1 position

 Flatiron Reservoir – 1 position

 Pinewood Reservoir – 1 position



Schedule:

- Wednesday – Saturday (plus holidays)
- Typical week requires 35 – 40 hours per person, including on-call hours where the host is available but not actively working
- Season: May – September

Duties Specific to Campground:

- Stock toilet paper and empty trash can in vault toilets as needed
- Assist with visitor parking including turning around when lot is full, reminders about not parking on grass, and directing visitors to appropriate places to park
- Clean trash out of fire pits and remove excessive ash
- *Flatiron Reservoir only* – clean tips on weekends before new arrivals
- *Pinewood Reservoir only* – open trash dumpster in the morning and close at dusk

Next Steps....

1. Submit a Volunteer Campground Host application and a resume
2. Interview with campground staff
3. Complete a background check
4. Schedule arrival date
5. Attend Training
 - a. Campground Host Orientation (mid-May)
 - b. Campground site specific training
6. Start volunteering!

Questions?

Contact Julie Enderby
Education & Volunteer Supervisor
970-619-4552, jenderby@larimer.org

The Larimer County Natural Resources Volunteer Program is not obligated to provide a placement, nor are you obligated to accept the position offered. Opportunities for volunteers are provided without regard to race, color, religion, national origin, sex or age. Larimer County is committed to equality of opportunity.