

## **St. Francois State Park Campground Host Duties**

Bonne Terre, Mo.

<b>Number of Hosts</b>	<b>Months Available</b>	<b>Pay Mileage?</b>	<b>Contact</b>
2	April-October	No	573-358-2173

- Represent the State of Missouri and St. Francois State Park (SFSP) at all times by maintaining a friendly, helpful attitude toward all of our guests
- Provide information and direction to our guests to ensure that their stay is a very positive experience
- Collect all fees due SFSP for camping, firewood, ice, and other sale items. Enter this information into the campground reservation computer system (RS2) and generate daily reports from the RS2 system as directed by the park superintendent
- Maintain a high profile in the campground with a clean, orderly host campsite
- Remind guests at SFSP of rules and regulations. Educate guests about the rules where appropriate in a professional manner and seek out park staff if unsure or unable to correct a situation
- Report any accidents or incidents to SFSP staff as soon as possible. Maintain open lines of communication with all staff and volunteers at SFSP
- Maintain daily records of hours spent working and log all revenue collected on appropriate forms provided by SFSP
- Remain available to SFSP staff to assist in projects and activities as appropriate and required; notify SFSP staff of any situation requiring leaving SFSP while on duty
- Exercise utmost care and caution while operating SFSP equipment and machinery, such as golf carts, motor vehicles, mowing and trimming equipment, etc.
- Maintain a positive working relationship with other SFSP campground hosts