

Wakonda State Park Campground Host Duties

La Grange, Mo.

Number of Hosts	Months Available	Pay Mileage?	Contact
1 Campground Host	April-October	Yes	573-655-2280
1 Maintenance Handy Host	April-October	Yes	573-655-2280
1 Office Handy Host	April-October	Yes	573-655-2280

Duties of Campground Host

- Register campers arriving with reservations by filling out the required documentation
- Sell firewood
- Complete all necessary paperwork associated with firewood transactions
- Monitor and maintain reservation status of reservable campsites by switching cards as required
- Distribute park information
- Monitor the grounds, showerhouse and restrooms for cleanliness while making rounds
- Assist with other campground-related duties as dictated by manager

Duties of Maintenance Handy Host

- Primary responsibility is to ensure that both shower houses and the 6 vault toilets located in the campground and day use areas are kept clean. This requires host to clean both shower houses Friday morning, Friday evening, Saturday morning, Saturday evening, Sunday morning and Sunday evening.
- Host will also clean the vault toilets and the shower houses on Monday morning and Thursday morning.
- Other duties as needed or assigned by park manager.
- Days off: Tuesday and Wednesday
- Provide park information to visitors.
- Communicate with other host and park staff about concerns, needs, etc.

Duties of Office Handy Host

- Provide park information to all visitors that come to the office
- Sell Campsites, Ice, firewood and perform watercraft rentals
- All sales and fees collected must be entered in to the RS2 System at time of sale. Host is responsible for ensuring the correct amount is collected and accounted for. Host is responsible for the money used at the start and end of the shift. Complete all sales report at the end of each shift. Ensure that all funds are placed in the safe at the end of each shift. Close and lock park office at the end of each shift
- Clean park office
- Restock office handouts when needed

- Answer all telephone calls about park facilities and direct other calls where needed
- Check shelter reservation to ensure the reservation cards are ready to post each day
- Provide the best customer service possible to all park visitors