

## Ellis Lakeside Campground Volunteer Campground Host Program

### Introduction

This position is located within the camping area at the Ellis Lakeside Campground. The applicant chosen will serve as an on-site volunteer Campground Host providing a variety of services to the public. A campsite will be provided free of charge for the volunteer Campground Host.

### Duties of the volunteer Campground Host are as follows:

- Make daily evening checks of the campsites to ensure patrons have filled out the receipt and paid appropriate fees at the self-pay station.
- Make daily morning checks of the campsites by 10:00 a.m. to remove old occupant cards from the campsite marker post holders.
- Greet and assist patrons by helping with check in, answering questions and explaining campground rules and regulations.
- Make daily mid-afternoon checks of the bathrooms to ensure cleanliness, replenish bathroom supplies as needed, and clean bathrooms on the weekends and weekday afternoons if needed (Public Works Department will clean bathrooms weekday mornings). Cleaning supplies and toilet paper will be provided by the City.
  - Cleaning duties include, but are not limited to:
    - Cleaning toilets, sinks and showers
    - Sweeping and mopping the floor
    - Emptying trash cans
    - Plunging toilets
- Make daily checks of campsites in between patrons to ensure campsites are free of litter and the fire rings are cleaned out.
- Advise Public Works Department of any repairs that may need to be made at any campsite or bathhouse in a timely manner.
- Notify the Ellis Police Department immediately of any disturbance or violation of campground rules. The volunteer Campground Host is not authorized to enforce any regulations.
- The volunteer Campground Host will set a good example by keeping their campsite clean and presentable and by observing rules and regulations for Ellis Lakeside Campground and the City of Ellis.

### Benefits:

- The volunteer Campground Host will stay at Site #6, which includes electricity and water hook-up and WiFi, at no cost to the Campground Host in exchange for volunteer services provided. A sewer dump station is available at the campground. This site is limited to two persons and one camping unit provided by the volunteer Campground Host.
- A sign which reads "Campground Host" will identify the host site.

### Requirements:

- The volunteer Campground Host will be required to reside on-site in their own camping unit during the duration of the Volunteer Campground Host Agreement dates.

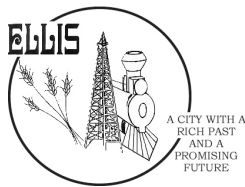
- Campground Hosts are to provide volunteer service periodically throughout the day five days a week to include every Friday, Saturday, Sunday, Monday, Tuesday and the day before and day after a holiday if the holiday should fall outside of these days. Must provide Campground Host duties on the following holidays: Memorial Day, Independence Day and Labor Day. Two days during the weekday, Wednesday and Thursday may be taken off from volunteer Campground Host duties, unless a holiday falls during this time period, then other agreed upon days off would be arranged for the week of the holiday.
- The volunteer Campground Host must have working knowledge of campground operations, general cleaning and experience with customer service with good communication skills, be trustworthy and dependable.
- The volunteer Campground Host shall have the ability to lift and carry at least 30 pounds.
- The volunteer Campground Host must be able to work quickly and efficiently with little to no supervision.
- The volunteer Campground Host and all persons visiting the volunteer Campground Host shall comply with all rules and regulations for Ellis Lakeside Campground and City of Ellis.
- The volunteer Campground Host shall maintain and inventory all equipment, keys or other items provided by the City of Ellis and return them before the expiration of the volunteer Campground Host term.
- Each person staying at the volunteer Campground Host's site must successfully pass a background check. No felony convictions, crimes of deception or person misdemeanors.
- The volunteer Campground Host must be at least 21 years of age and have a valid driver's license.

### **Agreement:**

- Each volunteer Campground Host will sign an agreement with the City of Ellis. This will be done after a background check has been completed on all occupants of the volunteer Campground Host site.
- Either party entering into this agreement has the option to cancel for a valid reason and give notification in writing before termination date to the other party. The volunteer Campground Host shall vacate the campground site by the termination date. In the event of the campground closing, the volunteer Campground Host agreements may be canceled immediately.

### **Termination:**

- Volunteer Campground Host(s) may be terminated and required to vacate the site if performance is deemed unsatisfactory by the Public Works Director or City Clerk.



## Ellis Lakeside Campground Volunteer Campground Host Application

(Please Print or Type)

Applicant's Name (First, M.I., Last)			
Address	City	State	Zip Code
Email Address		Cell Phone (include area code)	

Have you ever camped at the Ellis Lakeside Campground?     Yes     No

Approximately how many years have you been a camper?    \_\_\_\_\_ Years

Will you be available to serve as a Volunteer Campground Host between the days of May 16, 2022 to September 30, 2022?  
 Yes     No (If No, would you be available to serve a minimum of four (4) weeks?     Yes - complete box below)

What specific dates are you available? From \_\_\_\_\_ To \_\_\_\_\_

What type of camping unit will you be using if you are selected as the volunteer Campground Host?  
 Motor Home (RV)     Pickup Camper     Pull-Type Trailer     Tent

Camping Unit Size	Length	Description (Year and Model)	Tag No.
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Vehicle Description (Year and Model)	Color	Tag No.
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Do you have camper liability insurance?     Yes (if Yes, complete the box below)     No

Name of Insurance Company	Policy Number	Expiration Date
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Drivers License No.	State	Expiration Date
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Have you pleaded guilty, no contest to, or have been convicted of a felony or a lesser crime which involved theft, dishonesty or violence in the past seven years?     Yes (if Yes, complete the box below)     No

Describe the nature of the offense(s) and the county and state where convicted:

Have you been disciplined or fired by a previous employer in the past five years?

Yes (if Yes, complete the box below)     No

Please describe reason for discipline or firing:

Please list three personal references (Not Relatives):

Name	Phone #	Relationship	Years Known
Name	Phone #	Relationship	Years Known
Name	Phone #	Relationship	Years Known

List additional immediate family member who will reside full time with the Campground Host:

Name	Relationship	Drivers License No.	State	Expiration Date
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Briefly describe why you would like to be a volunteer Campground Host:

Provide a general description of your work experience:

List your specific outdoor interest or hobbies (botany, hiking, birdwatching, etc.):

### Authorization

(Please read carefully and sign below)

I hereby authorize the City of Ellis to investigate all statements made in this application, review my driving and criminal records, and contact my references. I understand that any false statements made herein may eliminate my application from volunteer Campground Host consideration, or if discovered after signing the volunteer Campground Host agreement, may result in my termination as a volunteer Campground Host at Ellis Lakeside Campground.

If my application is accepted for volunteer Campground Host, I will conform to the policies, rules and regulations of the City of Ellis and Ellis Lakeside Campground.

### Acknowledgement

I have read and understand the above statement and willfully provide the information requested for volunteer Campground Host.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Ellis Lakeside Campground Volunteer Campground Host Agreement

Volunteer Campground Host Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Cell \_\_\_\_\_

Agreement Dates: \_\_\_\_\_ to \_\_\_\_\_

### Contract of Agreement

This AGREEMENT is entered into between \_\_\_\_\_,  
Hereinafter called the VOLUNTEER, and the City of Ellis, hereafter called the CITY.

WHEREAS, the VOLUNTEER agrees to furnish Campground Host services as follows:

- a) Perform a public relations role in the campground by answering questions about camping facilities and rules and nearby points of interest;
- b) Perform light work tasks daily in the campground such as litter pickup, cleaning fire rings, cleaning bathrooms, stocking bathroom supplies and report needed repairs to Public Works Department;
- c) Perform daily evening checks of the campsites to ensure patrons have filled out the receipt and paid appropriate fees at the self-pay station;
- d) Perform daily morning checks of the campsites to remove old occupant cards from the campsite marker post holders;
- e) Notify the Ellis Police Department immediately of any disturbance or violation of campground rules.

WHEREAS, the VOLUNTEER agrees to do the following:

- a) To be on duty and therefore available to patrons five days a week, including weekends and holidays;
- b) To comply with CITY rules and regulations;
- c) To provide their own camping gear and personal items and reside at the campsite for the duration of the agreement dates.
- d) To set an example as a model camper, practicing good housekeeping and being courteous and helpful to the public.

WHEREAS, the VOLUNTEER agrees **not to do** the following:

- a) To handle any money for the campground fees;
- b) To take any law enforcement actions or enforce regulations;
- c) To repair bathhouse facilities.

WHEREAS, the CITY agrees to the following:

- a) To waive the campground fee for the period of agreement;

- b) To orientate and train the VOLUNTEER to the reasonable extent needed to enable the VOLUNTEER to perform assigned tasks;
- c) To provide a sign to display at the campsite designating the site as belonging to the Campground Host.

WHEREAS, in consideration of the mutual benefits to be obtained, the CITY and the VOLUNTEER do hereby mutually agree as follows:

The CITY through the Public Works Director or City Clerk, shall decide on all questions which may arise as to quality, fitness, promptness and acceptability of service provided by the Campground Host to the park visitor and that the Public Works Director or City Clerk may void or cancel this Volunteer Campground Host Agreement by giving written notice to the VOLUNTEER, thereby voiding or canceling said agreement, and their determination and decision shall be final and conclusive. The VOLUNTEER may cancel this agreement at any time, for any reason, giving written notice to the Public Works Director or City Clerk.

This Campground Host Agreement may be modified or added to as seen fit and agreed upon by both the VOLUNTEER and CITY.

Selected person(s) are Campground Hosts doing volunteer work. VOLUNTEERS are persons who are not considered employed with the City of Ellis and will not be permitted to participate in any public employee retirement program and are not eligible for any employee benefits.

IN WITNESS WHEREOF, this agreement and all duplicate copies are effective upon execution by all intended parties.

By: \_\_\_\_\_  
*Campground Host* *Date*

\_\_\_\_\_  
*City of Ellis Public Works Director* *Date*

\_\_\_\_\_  
*City of Ellis Clerk* *Date*

Copies to: Volunteer  
 Public Works Director  
 Clerk's Office

**Contact Numbers:**  
 Public Works Department .....785-726-1741  
*Public Works Director - John Leiker*  
 City Clerk's Office .....785-726-4812  
*City Clerk - Amy Burton*  
 Police Department .....785-726-4141  
*Chief of Police - Avery Smith*

**City Website:** [www.ellis.ks.us](http://www.ellis.ks.us)

**Municipal Building:** 815 Jefferson, Ellis, KS 67637