

## **CITY OF MARSHALLTOWN PARKS AND RECREATION**

### **Being A Volunteer Campground Host**

#### **SAFETY**

1. Safety is of utmost importance; for the Host, City and visitors.
2. Campground Host must submit a signed waiver to the Parks and Recreation Department prior to performing any duties associated with the Campground.
3. Campground Host must act with “due care” when carrying out responsibilities as a volunteer. This is the care an ordinarily prudent and reasonable person in a like position would exercise in similar circumstances.
4. Campground Host should report any vandalism or potential safety hazards to the Parks and Recreation Director at 641-754-5715, ext. 4. Hazards to report include, but are not limited to:
  - Faulty electrical boxes
  - Hanging limbs
  - Burned out lights
  - Bee or wasp nests unable to remove
5. Work associated with the Campground Host can be physically demanding. All participants should be in good physical condition.
6. Campground Host should be mentally alert and use good judgment.
7. Campground Host must be aware of the extreme conditions, under which they might be working, including heat, insects and sun.
8. Keep abreast of storm situations. May need to alert campers and open Community Building as a shelter if needed.

#### **EXPECTATIONS OF HOSTS**

1. All hosts are expected to maintain clean, orderly campsites.
2. Only camping and recreational equipment may be in public view. Store all other equipment out of sight.
3. All plants or gardens must be grown in portable containers.
4. No additional storage containers or structures may be added without permission of Parks & Recreation.
5. Hosts are official representatives of the City of Marshalltown Parks and Recreation Department and therefore must:
  - Dress appropriately; wear identification.
  - Avoid offensive language and conduct.
  - Keep pets on leash and make sure rabies shots are current.
  - Adhere to all other rules that apply to the campground.

## **CAMPER REGISTRATION DUTIES**

1. Help direct campers to vacant sites.
2. Remind campers to register.
3. Keep track of campers and number of nights in park.
4. Direct non-registered park users to other areas in the park.

## **INTERACTING WITH VISITORS**

### **DO**

- Greet and assist visitors; answer questions about the park and community.
- Be polite and friendly.
- Be a good listener.
- Be a good neighbor and set a good example by obeying all park rules yourself.
- Be positive when explaining park rules or when you see violation. If the violation continues, report it to Parks and Recreation.
- Refer campers with complaints to Parks and Recreation.

### **DON'T**

- Don't try to enforce rules.
- Don't argue with or scold visitors.
- Don't be a busybody. Respect campers' privacy.

Don't spread gossip; keep any problems with campground guests confidential.

# CAMPGROUND HOST TASK AND RESPONSIBILITIES AGREEMENT

## FACILITY TASKS

\_\_\_\_\_ agrees to participate as the  
(Host name)

Marshalltown Parks and Recreation Department's Volunteer Campground Host at Riverview Park Campground.

The Campground Host agrees to perform the following services, as a volunteer, as listed below:

TASK	FREQUENCY	AREA
Patrol campground	Several Times Daily / Nightly	Entire campground
Report any vandalism or damage	As Needed	Shower house/shelters/tables/posts/signs
Check/refill toilet paper & soap	Twice Daily S-M-T-W-Th-F-S	Shower house
Clean out sinks and toilets	1 Time Daily S-M-T-W-Th-F-S	Shower house
Sweep floor/hose down	1 Time Daily S-M-T-W-Th-F-S	Shower house
Update campground spreadsheet	Daily / As Needed	
Collect campground envelopes from box	Daily / As Needed	
Direct campers to sites or during special events	Upon Request / As Directed	
Restock registration envelope box	Several Times Weekly	
Sell firewood	Upon Request	\$5 per bundle
Remove cobwebs, especially ceilings/corners	Twice Weekly / As Directed	Shower house
Turn in campground envelopes to Park & Rec	Weekly / As Directed	
Pick up litter; report excessive litter problems	Occasionally / As Needed	Entire campground
Monitor & destroy wasp or other insects nests	Occasionally / As Needed	Entire campground
Fire rings-remove garbage, report cleaning needs	Occasionally / As Needed	Entire campground
Hose clean bench and sidewalks by shower	Occasionally / As Needed	
Power Wash Shelters	Occasionally / As Needed	
Keep bulletin board information up-to-date	As Needed / Directed	Information Kiosk board
Monitor severe weather, alert campers, open shelter	As Needed	
Make reservations for picnic shelters	Upon Request	
Change bathroom door lock codes	As Needed / As Directed	
Keep little Library stocked	Occasionally / As Needed	

## **CAMPGROUND HOST**

### **INDIVIDUAL WAIVER AND RELEASE FORM**

I verify that, to the best of my knowledge, my physical condition and fitness are adequate for me to safely participate as Campground Host and that no physician or any other qualified individual has advised me against participating as Campground Host.

I understand that I am participating in this program on a purely voluntary basis and I agree to take safety precautions to protect myself from injury.

I understand that I will not be held personally liable for a claim based on something that I did or did not do as long as I am acting within the scope of my duties and performing the tasks approved by the Parks and Recreation Department. I also understand that I may be held liable for an act or omission that involves intentional misconduct or a knowing violation of the law.

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

Name\_\_\_\_\_Signature\_\_\_\_\_Date\_\_\_\_\_

If you have any doubts about your physical capability for participating as  
Campground Host, discuss concerns with your physician.

**RIVERVIEW PARK CAMPGROUND HOST  
TASK AND RESPONSIBILITIES AGREEMENT**

The City of Marshalltown, acting through the Parks and Recreation Department ("City"), and \_\_\_\_\_ Campground Host ("Host") agree to the terms set forth in this Agreement, which governs the services the Host will perform at Riverview Park Campground.

1. The Host will perform the services listed on the "Task Agreement" part of this Agreement without compensation. The Task Agreement can be revised if agreed to by all parties in writing. The Host will not perform any activity that the City has not previously approved and will not subcontract or hire others to do the work listed in this Agreement. The City may, at its discretion, perform or cause others to perform the services listed on the Task Agreement.
2. The Host agrees to abide by the safety and expectations guidelines accompanying this agreement.
3. The Host agrees that he/she will not discriminate against any person under this Agreement due to the person's age, race, religion, creed, color, sex, national origin, ancestry or disability.
4. Host shall not be considered an employee of the City, except as defined in Iowa Code Section 670.2. According to Iowa Code Section 670.2, a person performing services for the City under this program will not be held personally liable for any claims based on something that he or she did or did not do as long as he or she is acting within the scope of his or her duties and performing the tasks approved by the Parks and Recreation Department. However, a person may be held liable for an act or omission that involves intentional misconduct or a knowing violation of the law.
5. Either party may end this Agreement at any time by sending written notice to the other party.

**CITY OF MARSHALLTOWN  
PARKS AND RECREATION DEPARTMENT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**CAMPGROUND HOST**

By: \_\_\_\_\_

Date: \_\_\_\_\_