

Cuivre River State Park Campground Host Duties

Troy, Mo.

Number of Hosts	Months Available	Pay Mileage?	Contact
4	March-December	No	636-528-7247

Visitor Assistance:

- Become familiar with Missouri State Parks camping rules and give each camper a copy of the campground rules.
- Become familiar with the park and be prepared to answer questions from visitors.
- Have reservation cards changed and reservations posted by 11 a.m. daily.
- Notify appropriate personnel (manager-on-duty or Park Ranger) promptly in the event that campground rules are being disregarded. (The campground host is responsible for making patrons aware of the campground rules. ONLY the above personnel are responsible for enforcement)

Fee Collection:

- Open contact station and collect campground fees, register reserved campers, sell firewood, ice, and retail items and rent canoes and kayaks into the campground reservation system.
- Utilize a computer and cash drawer to complete credit card and cash sales. No cash may be kept in camper, all cash must be kept in the safe overnight.
- Assist guests with check in to the platform tents. At check in have the guest fill out the waiver and unlock the tents going over any damages, and at checkout go through the tent with the guest and make sure there are no new damages.
- Assist guests with canoe and kayak rentals. At check in have them fill out the waiver, go over rules and regulations with them, and hand them keys, paddles, and life vests. At checkout collect keys, paddles, and life vests.

Light Maintenance:

- Check the pit toilets (3), shower house and modern restroom for toilet paper and install rolls as needed. Notify park staff as soon as possible if the facilities do not meet our cleanliness standards.
- Don't call park staff on issues related to the shower house and pit toilets until you have verified and attempted to take care of the issue first, i.e. plunge toilets.
- Check for trash in campsites and fire pits (clean out if needed) and dispose of miscellaneous debris properly.

Monitor the Campground:

- Make periodic (every 2-3 hours depending on how busy the campground is) patrols through the campground in the golf cart checking for park rule violations and inform campers of campground rules.

Campground Host Expectations:

- Schedule and days off: There are 3-4 sets of hosts in the campground during the on-season from April 1st through October 31st. The work schedule will be set up the month before. Hosts are schedule around requested days off. The day is split into two shifts, morning and evening. If something comes up and you are unable to work a scheduled shift we ask that you try and work with the other hosts to

cover your shift. You are not required to get trades approved, but please let office staff know of changes so they know who is on duty.

- Your role in enforcing rules is informational. We do not expect or want you to get in a confrontational situation or put up with abusive or obscene language from campers. We have a two strike rule. If you have to inform a guest of the same rule more than once, call the manager on duty and we will handle the situation. If however, they have been vulgar or abusive towards you, please call a Ranger or a Manager right away.