

Enclosure 2

TAB C

Hall County Park & Leisure Staff and Camp Hosts

PARK WELCOME CENTER/GATEHOUSE BUILDING HOURS 10:00AM – 7:00PM

PARK CAMP HOSTS AVAILABLE WHEN PARK WELCOME CENTER/GATEHOUSE NOT STAFFED

BARRIER GATE OPERATING SYSTEM WITH GATE CODES – FUNCTIONAL 24/7 FOR CAMPERS AFTER HOURS ENTRY AND EXIT

MAIN PARK GATES – CLOSED AND LOCKED ONLY DURING COMPLETE PARK CLOSURES

HALL COUNTY GOVERNMENT/HALL COUNTY PARKS & LEISURE EMPLOYEES ARE OBLIGATED TO ABIDE BY THE HALL COUNTY GOVERNMENT EMPLOYEE HANDBOOK AND POLICY GUIDELINES.

CUSTOMER ASSISTANCE, PUBLIC INTERACTION, AND RULE AND REGULATION COMPLIANCE STATEMENT:

The primary role of ALL park staff members is first and foremost to courteously assist visitors and secondly to inform customers of the rules and regulations tactfully and respectfully to gain compliance. Unless otherwise specified, park staff are **NOT** rule and regulation enforcement personnel and shall not argue with, threaten, or badger uncooperative visitors. Park staff shall not attempt to detain, apprehend, or search any visitor or personal property. Park staff shall not use profanity in the presence of the public, project personnel, or contractors. Park staff shall notify and inform the Campgrounds Manager and a Corps Ranger of all problems encountered.

Park staff must be able to interpret and comply with Title 36, CFR, Chapter III, Part 327, “Rules and Regulations Governing Public Use of Corps of Engineers Water Resource Projects,” as well as, park-specific policies, rules and requirements. Park staff shall report to a Corps Ranger and the Campgrounds Manager all accidents, violations of law, disturbances, and situations that could affect the health and/or safety of the visiting public. Serious or life-threatening incidents and/or emergencies shall be reported first to 911 and then to a Corps Ranger and Campgrounds Manager. In the event park staff is unable to contact a Corps Ranger, they shall contact local law enforcement officers, and then report the incident to a Corps Ranger as soon as possible. Corps Rangers will handle each case on its own merit, in accordance with Corps Visitor Assistance Regulations and training. Park staff shall not attempt to direct, manipulate undermine, oppose, impede or “second-guess” decisions made by Corps Rangers.

HALL COUNTY PARKS AND LEISURE STAFF AND OTHER

- **GATEHOUSE/OPERATIONS/CUSTOMER SERVICE - HOURS: 10AM – 7PM DAILY**
Hall County Job Description Attached - **Appendix 1**
Employed Hall County Staff – 4 Part Time >28 hours weekly **HCPL Parks Customer Service Associates** per campground
- **PARK MAINTENANCE - 7:30AM – 4PM MONDAY – FRIDAY**
Hall County Job Description Attached - **Appendix 2**
Employed Hall County Staff - 1 Full Time **HCPL Parks Maintenance Worker** per campground
- **PARKS MAINTENANCE SUPERVISOR - 40 HOURS WEEKLY**
Hall County Job Description Attached - **Appendix 3**
Employed Hall County Staff – 1 Full Time **HCPL Parks Maintenance Supervisor** designated to USACE Campgrounds
- **CAMPGROUNDS MANAGER - 40 HOURS WEEKLY**
Hall County Job Description Attached - **Appendix 4**
Employed Hall County Staff – 1 Full Time **HCPL Campgrounds Manager** designated to USACE Campgrounds
- **FACILITIES SUPERINTENDENT – 40 HOURS WEEKLY**
Hall County Job Description Attached – **Appendix 5**
Employed Hall County Staff – 1 Full Time **HCPL Facilities Superintendent** designated to campgrounds, community centers, and agricultural center
- **PARK ATTENDANT/CAMP HOST - 16 HOURS WEEKLY**
Camp Host Agreement Attached - **Appendix 6**
Park Attendants/Camp Hosts (Ideally a minimum of 2) Monetarily unpaid but compensated volunteers, who are interviewed, selected, have to successfully undergo a background check, and sign an agreement.
- **COOPERATING ASSOCIATION – WILL THIS REMAIN IN PLACE?**
- **LIFE VEST JACKET LOANER STATION – CAN WE MAINTAIN THEM AND THEY BE SELF SERVICE AS THEY ARE AT RIVER FORKS VS IN THE GATEHOUSE/WELCOME CENTER?
DOES SAFE KIDS PROVIDE THE LIFE VESTS FOR THESE PARKS?
WHO PROVIDED THE ACTUAL STATION AT THE PARKS THAT HAVE THE SELF STANDING STATIONS?**

APPENDIX 1

HALL COUNTY
CLASS SPECIFICATION

Job Code: 1183

Date: 03/2018

Grade: 11

JOB TITLE: PARKS CUSTOMER SERVICE ASSOCIATE
FLSA STATUS: NON-EXEMPT
WORKERS COMP: 9102-PARKS
EEO FUNCTION: 6 – NATURAL RESOURCES
EEO CATEGORY: 8 – CRAFT WORKERS
CLASSIFICATION: PART TIME
REPORTS TO: FACILITIES MANAGER/COORDINATOR
DEPARTMENT(S): PARKS AND LEISURE

JOB SUMMARY:

To provide a variety of customer service responsibilities, to include answering phones, greeting customers, providing information and assistance regarding services, procedures, facilities, reservations, program registration, fees, addressing customer concerns, or other issues. Provide clerical and light administrative office tasks, collection of fees or monies, opening and closing facilities, light facilities maintenance, setting up and breaking down of events, maintaining safety and security, and other duties relative to Parks operations and events.

MAJOR JOB RESPONSIBILITIES:

When Assigned to Front Desk:

Provides excellent customer service by greeting visitors and providing information to customer inquiries and requests.

Assists customers with program registration, community center membership, fee collection, and reservations.

Answers telephone and routes calls to appropriate parties and takes messages as needed.

Receives and sorts mail; distributes to appropriate parties.

Light typing and word processing to include emails, orders, memos, and other business documents.

When Assigned to Facilities Supervision:

Responsible for opening and closing facility, which includes scheduled events, facility rentals, evening and weekends.

Monitors facility and maintains order.

Sets up and breaks down room and event set up for customers.

Provides assistance and customer service to the public during events.

Monitors complex for, and maintains safety and security.

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Performs light maintenance to ensure complex is neat and orderly.

Assists Facility Coordinator with clerical and administrative duties as needed.

When Assigned to Gatekeeping:

Provides excellent customer service by greeting guests, and providing information to customer inquiries and requests.

Answers telephone and routes calls to appropriate parties and takes messages as needed.

Responsible for handling reservations for campsites, pavilions, event centers.

Responsible for entering reservation information into computerized reservation system.

Monetary responsibilities to include handling and accounting for all fees collected for reservations, general admission fees, and all concession sales; must be able to use cash register and credit/debit card transactions.

Performs accounting functions to include daily deposits, pavilion rentals and reservations, monetary recordkeeping.

Monitors and maintains safety, security, and control of park access.

Is knowledgeable on rules and regulations for a multi-use park with both camping and day use visitors.

Responsible for working independently with limited supervision.

MATERIALS AND EQUIPMENT USED:

Personal Computer

Parks Reservation Software

Telephone Switchboard

Copy/Fax Machine

Credit/Debit Card Terminal

Cash Register

Camera and I.D./Membership Card Software

Light Housekeeping Equipment such as vacuum/broom/mop

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or GED, or equivalent

Any combination of education, experience, or skill, which provides the minimum level of qualifications stated above.

Licenses and Certifications:

Valid Class C driver's license and satisfactory Motor Vehicle Record (MVR).

Knowledge, Skills and Abilities:

General computer skills to include Microsoft programs, email, and Parks specific reservation software.

Ability to work nights, holidays and weekends.

Excellent customer service and telephone skills to include anticipating needs of customers for information.

Ability to communicate tactfully and courteously with the public and staff members.

Skill in operating a switchboard and receiving/routing multiple telephone calls efficiently and tactfully.

Clerical skills to include light typing and word processing, filing, recordkeeping

APPENDIX 1

Basic accounting skills to include handling monies and collecting and accounting for fees, reservations, concession sales, general admission, membership, recordkeeping, cash/credit/debit card transactions, and daily deposits.

Knowledge of building, grounds, and security systems.

Problem solving skills.

Ability to work independently.

ADA Minimum Qualifications

Physical Ability: Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, printer, telephone. Incumbents must continuously be able to think analytically; handle stress and emotion; concentrate on tasks. Remember names, and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others, meet deadlines, stay organized, use math/calculations, use a keyboard/type.

Essential functions frequently require the ability to move about inside the complex and move and transport items up to 20 lbs.; ability to bend body downward and forward by bending spine and legs. And twisting at the waist, hips, or knees; reach overhead, push, pull, and repetively use hands, arms, legs. Incumbents are frequently required to be on-call and work irregular hours.

Sensory Requirements: Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

Environmental Factors: Essential functions of this position continuously require the ability to work with others or work alone.

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

APPENDIX 2

HALL COUNTY
CLASS SPECIFICATION

Job Code: 5115
Date: 06-2012

JOB TITLE: PARKS MAINTENANCE WORKER
FLSA STATUS: NON-EXEMPT
CLASSIFICATION: CIVIL SERVICE
REPORTS TO: PARKS MAINTENANCE SUPERVISOR
DEPARTMENT(S): PARKS AND LEISURE SERVICES
JURISDICTION(S): HALL COUNTY

JOB SUMMARY:

Perform skilled labor as well as manual labor maintaining park grounds and recreation facilities. Operates light to medium size tractor and construction equipment and performs general maintenance, carpentry, plumbing and electrical work.

MAJOR JOB RESPONSIBILITIES:

Operates and maintains tractor with mower attachment, dump truck and other light and medium construction equipment
Performs minor repairs on equipment, mowers, and vehicles
Inspects playgrounds, develops written report of inspections, and performs needed repairs.
Reads and interprets simple plans and blueprints
Performs plumbing, electrical and carpentry construction and maintenance tasks on all park facilities
Paints signs and park buildings and facilities
Cuts grass and trims trees and hedges; plants and maintains grass, shrubs and trees in parks
Cleans park and recreation facilities; cleans pavilions, scrubs toilets, sinks and urinals, sweeps and mops floors, picks up trash, replenish supplies in restrooms
Lines and sets-up football and softball fields according to league rules and regulations; repairs playground equipment; transport tables and chairs and sets-up for events
Assists in the construction and development of park grounds and facilities, hauls dirt, clears trees and brush, builds wooden bridges and park equipment, erects and repairs chain-link fences, etc.
Maintains records and reports
Performs other related duties as required

MATERIALS AND EQUIPMENT USED:

Lawn Mower	Tractor
Bulldozer	Chain Saw
Weed Eater	Dump Truck
Earth Auger	Tillers
Trenchers	Power Hand Tools
Paint Equipment & Supplies	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Ability to read and write

Two years related experience

Any equivalent combination of education & experience which provides the minimum level of qualifications stated

Licenses and Certifications:

Valid Class I Driver's License and a satisfactory Motor Vehicle Record (MVR).

Knowledge, Skills, and Abilities:

Knowledge of traffic rules and safety precautions.

Skill in the operation of light to medium size construction equipment.

Ability to read and interpret simple plans and blueprints.

Ability to understand and follow oral and written instruction.

Ability to perform skilled repairs and maintenance such as carpentry, electrical and plumbing tasks.

Ability to perform manual labor.

Ability to deal courteously and diplomatically with the public.

ADA Minimum Qualifications:

Physical Ability: Tasks require the ability to exert physical effort in light to moderate work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (25-50 pounds). Duties include the ability to operate a motor vehicle.

Sensory Requirements: Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed with exposure to adverse environmental conditions such as weather. Tasks may involve chemicals that require special handling.

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

APPENDIX 3

**HALL COUNTY
CLASS SPECIFICATION**

Job Code: 5142
Date: 01/02
Grade: CO2017

JOB TITLE: PARKS MAINTENANCE FOREMAN/CO
FLSA STATUS: NON-EXEMPT
WORKERS COMP: 7720-LAW OFFICER
EEO FUNCTION: 11 – CORRECTIONS
EEO CATEGORY: 4 – SERVICE WORKERS
CLASSIFICATION: CIVIL SERVICE
REPORTS TO: PARKS MAINTENANCE SUPERVISOR
DEPARTMENT: PARKS AND LEISURE SERVICES

JOB SUMMARY:

Develops and implements the maintenance of the parks and leisure facilities on a daily, weekly, and seasonal basis. Performs tasks in grounds, vehicle, building, and equipment maintenance and supervises inmates in the performance of maintenance tasks.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Supervises and performs maintenance of parks and leisure facilities including playing fields and courts, picnic and campgrounds and other areas.

Supervises, trains, and evaluates the work and behavior of a crew or crews of inmates.

Assists in developing and administering budget as related to vehicles, equipment, grounds and buildings.

Assists in developing a system for storing tools and supplies/materials to aid inventory.

Operates and performs maintenance on light to medium construction equipment.

Performs general maintenance carpentry, plumbing, and electrical work.

Cleans parks and facilities including sweeping and mopping floors, collecting and removing trash, and cleaning bathrooms.

Maintains grounds, playing fields, and recreational areas by mowing grass, trimming trees and hedges, and planting and maintaining grass, trees, and shrubs.

Assists in the construction and development of park grounds and facilities by hauling dirt, clearing trees and brush, and building bridges, fences, and other equipment.

Regular and predictable attendance is required.

Performs other related tasks as required.

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MATERIALS AND EQUIPMENT USED:

Lawn Mowers	Tractors	Bulldozers	Bobcat Loader
Weed Eater	Pressure Washer	Dump Truck	Hole Augers
Trenchers	Tillers	Hand Tools	Chain Saws

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or GED.

One year related experience.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated herein.

Licenses and Certifications:

Valid Commercial Driver's License Class A and a satisfactory Motor Vehicle Record (MVR).

Must have and maintain Post Certification in order to supervise inmates from the Hall County Correctional Institution on off-site work details.

Must have or obtain pesticide applicator's license.

Due to the safety-sensitive nature of this position, incumbents will be subject to random drug testing.

Knowledge, Skills, and Abilities:

Knowledge of traffic rules and safety precautions.

Skill in the operation of light, medium, and occasionally heavy sized construction equipment.

Ability to understand and follow oral and written instructions.

Ability to perform skilled repairs and maintenance tasks associated with electrical, plumbing, carpentry, and grounds maintenance and upkeep.

Ability to individually and collectively motivate prison inmates within the guidelines of the Hall County Correctional Institution.

Ability to deal courteously and diplomatically with the public.

Ability to perform calculations.

ADA Minimum Requirements:

Physical Ability: Essential functions continuously require the ability to move about by walking; maintain body equilibrium to prevent falling when walking, standing, crouching or navigating narrow, slippery or erratically moving surfaces; repetitively use hands/arms/legs; and move/transport items weighing up to 25lbs. Incumbents must continuously be able to think analytically; concentrate on tasks; remember names and other details; and examine/observe details. Additionally, essential functions continuously require the ability to direct others; operate equipment; and stay organized.

Essential functions frequently require the ability to bend body downward and forward by bending spine and legs, twisting at the waist, hips or knees; reach overhead; push or pull items; and move/transport items weighing between 26lbs and 50lbs. Incumbents must frequently be able to make decisions and adjust to change. Additionally essential functions frequently require the ability to be on-call; work irregular hours (nights/weekends); maintain stamina during workday; and meet deadlines.

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Essential functions occasionally require the ability to remain in a stationary position (sitting or standing); move oneself by crawling on hands and knees; ascend and descend ladders, stairs, and ramps; position oneself by crouching or kneeling; and move transport items from 51lbs to over 100lbs. Incumbents must occasionally be able to handle stress and emotions; and discriminate colors. Additionally essential functions occasionally require the ability to attend work related meetings; handle confidential information; use a keyboard or type; and use math/calculations.

Sensory Ability: Essential Functions require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use tools and equipment.

Environmental Factors: Essential functions are continuously performed with exposure to adverse environmental conditions, including inclement weather; extreme hot or cold temperatures; risk of bodily harm from hazards including sharp objects and tools, heavy machinery, and other hazards including traffic; dirty soil/mud; extreme dry environments; fumes, gasses, odors, dust, grease and oil; and wet slippery floors/surfaces

Essential functions are frequently performed with exposure to risk of bodily harm from falling from high or exposed places, and falling objects, biological and chemical hazards; moving mechanical parts; extreme noise; hot temperature devices including burners and hot machine parts; and extreme vibration. Incumbents frequently work alone or with others.

Essential functions are occasionally performed with exposure to risk of bodily harm from electrical hazards; working in constricted spaces; hot temperature devices such as flame torches.

Incumbents regularly must be able to work around equipment/machinery; drive county vehicles and other equipment; and walk on uneven ground.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification

APPENDIX 4

**HALL COUNTY
CLASS SPECIFICATION**

Job Code: 5181
Date: 01/2006
Rev: 02/2018
Grade: 21

JOB TITLE: CAMPGROUNDS MANAGER
FLSA STATUS: EXEMPT
WORKERS COMP: 9102-PARKS
EEO FUNCTION: 6 – NATURAL RESOURCES
EEO CATEGORY: 1 – EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS
REPORTS TO: MANAGER – RIVER FORKS PARK
DEPARTMENT: PARKS AND LEISURE SERVICES

JOB SUMMARY:

Duties include planning, directing and coordinating daily operations, maintenance, improvements, and expansion of all Hall County Parks & Leisure Campgrounds, jointly managed and solely managed, for the safety and enjoyment of all citizens utilizing the facility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Manages the day-to-day operations of jointly managed and solely managed campgrounds; planning and directing work of subordinate employees engaged in Park operation and maintenance programs; supervises daily operations of Park and facilities to assure courteous service and safe and proper use of facilities and equipment.

Participates in interviewing, making hiring recommendations, training and scheduling personnel for gate, maintenance and security staff; oversees daily gate operations; formulates gate registrations.

Projects facilities income and recommends adjustments in rates to Parks Facility Superintendent.

Assists in developing and updating park rules and regulations; and assists with the preparation of the annual management and operations budget.

Performs bookkeeping/accounting functions including preparing and making bank deposits; preparing daily report of revenues and balancing revenues with weekly total deposits; maintains and balances daily receipts, clears and reprograms cash register, prepares and totals Visa/MasterCard transactions; prints reports, transmits direct deposits. Files and maintains a variety of reports and records.

Assists with the design, development, and editing of brochures, advertisements and public relations materials; assists with marketing facility to the community, citizen groups, and clubs.

Assists with scheduling of special events and programs.

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Assists with preparing written proposals and reports concerning competitive fee schedules, ways to maintain self-sufficiency, promoting park attendance and reaching full capacity.

Expected to work most weekends and holidays during season (March 1- December 31).

Regular and predictable attendance is required.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED:

Computer	Fax Machine	Credit Card Terminal	Copier
Camera	Cash Register	PA System	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school education, GED or equivalent.

Previous management experience.

Any equivalent combinations of education and experience, which provides the minimum level of qualifications, stated above.

LICENSES AND CERTIFICATIONS:

Valid Class C driver's license and a satisfactory Motor Vehicle Record (MVR).

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of word processing, spreadsheets, database software.

Knowledge of operation and maintenance requirements of a large park or athletic complex.

Knowledge of the principles, practices, and methods of Parks and Recreation activity management.

Knowledge of landscaping, plants, grass, fertilization, weed control, and general beautification, and the proper safety precautions in the work.

Ability to plan, direct, and organizes programs and special events.

Ability to manage and supervise personnel performing a variety of tasks.

Ability to meet with the public and give clear, concise information.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with employees, contractors, and the public.

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ADA Minimum Qualifications:

Physical Ability: Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.

Essential Functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs.

Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours.

Sensory Requirements: Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

Environmental Factors: Essential functions of this position continuously require the ability to either work with others or work alone.

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Appendix 5

HALL COUNTY CLASS SPECIFICATION

Job Code: xxxxx

Date: Feb. 2023

JOB TITLE: FACILITIES SUPERINTENDENT

FLSA STATUS: EXEMPT

CLASSIFICATION: CIVIL SERVICE

REPORTS TO: DIRECTOR – PARKS & COMMUNITY SERVICES

DEPARTMENT(S): PARKS MARINA, PARKS AND LEISURE SERVICES, AGRICULTURAL CENTER

JURISDICTION(S): HALL COUNTY

JOB SUMMARY:

Plan, organize and implement the operations, staffing and activity of the Hall County Parks and Leisure Services' Facilities Division; assist in development and preparation of annual preliminary budget and capital project requests for Parks and Leisure Services; train, supervise and evaluate the performance of assigned personnel.

MAJOR JOB RESPONSIBILITIES:

Plan, organize and oversee the implementation of operations and activities of Parks and Leisure Services Facilities Division, including all campgrounds, community centers and the Chicopee Woods Agricultural Center.

Develop and implement goals, objectives, policies and priorities for the Facilities Division; assess and analyze programs and services to determine improvements as needed for new programs or modifications of existing programs.

Direct and coordinate the work plan and work flow for assigned staff; assign work activities and projects; review and evaluate methods and procedures, including customer service and service delivery effectiveness.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to Department Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Participate in the development and administration of the annual budget and capital projects requests; analyze and review budgetary and financial data; forecast funds needed for staffing, equipment, materials and supplies; make recommendations and adjustments to budget as necessary; conduct inventories and order equipment and materials for recreation programs and athletics.

Prepare and provide complex reports, correspondence and staff reports to Department Director.

Make oral presentations and participate in organizational and community group meetings; respond to questions and inquiries; investigate complaints and address program incident reports.

Participate in public relations and marketing efforts to promote facilities, and classes to provide outreach to schools, non-profit organizations, citizens and community groups.

Communicate with other management, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Coordinate maintenance activities with Parks Maintenance Superintendent, assisting with quality assurance; ensure compliance with applicable rules, policies and procedures.

Develop rules and regulations for facilities.

Provide administrative support to the Department Director and interdepartmental support on various projects including capital projects, park development and planning, and facility management.

Attend, schedule and conduct a variety of meetings as assigned; plan and conduct staff trainings

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MATERIALS AND EQUIPMENT USED:

Office equipment, including computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Certified Parks and Recreation Professional (required)

Five years related experience, including two in supervisory role (required)

Bachelor's degree in Recreation, Business, Public Administration or related field (preferred)

One year of experience managing US Army Corps of Engineers properties (preferred)

Any equivalent combination of education & experience which provides the minimum level of qualifications stated

Licenses and Certifications:

Valid Class I Driver's License and a satisfactory Motor Vehicle Record (MVR).

Knowledge, Skills, and Abilities:

Knowledge of management of park facility programs and services

Knowledge of procedures for planning, implementing and maintaining a variety of community and facility activities, events and programs

Knowledge of principles and practices of facility administration including budgeting, marketing, purchasing and program needs forecasting

Knowledge of principles and techniques used in supervision, training and performance evaluation

Demonstrated ability to coordinate multiple projects, programs and cooperative ventures

Demonstrated ability to work independently with little supervision

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Operation of computer and assigned software

ADA Minimum Qualifications:

Physical Ability: Tasks require the ability to exert physical effort in light to moderate work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (25-50 pounds). Duties include the ability to operate a motor vehicle.

Sensory Requirements: Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed with exposure to adverse environmental conditions such as weather. Tasks may involve chemicals that require special handling.

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Appendix 6

Hall County Parks & Leisure – Mission Statement:

When you're ready to play, come to Hall County Parks and Leisure Services. Our mission is to develop, maintain and provide a variety of quality and affordable recreational opportunities and services for all residents in a courteous and efficient manner.

Camp Host Role:

Camp hosts play an important role in a park and campground's operations. They are an internal extension of the park working and living alongside its visitors. The interactions between the camp host and a visitor are extremely important, as they can leave a long lasting impression upon a guest.

We are here to serve our guests and the community. Our goal is to provide everyone with a wonderful recreational experience whether it be camping, day use, utilizing the amenities of our park, hosting/attending an event, meeting or field trip. As a team, we strive to meet this goal by providing exceptional customer service, keeping a clean, well maintained, safe environment, and wanting to leave everyone feeling positive about their experience after visiting.

Camp Host Responsibilities:

- Maintain campsites for arrivals i.e. blow off pads, clean out fire pits and grills, pick up loose litter, weed eating etc.
- Maintain bathrooms i.e. restock supplies, clean, sweep, mop and empty trash as needed.
- Pick up litter throughout the park and shoreline.
- Inspect and clean up as necessary at the end of each day. i.e. beach area, playgrounds, pavilions, boat ramp (Day use and facility rental areas as applicable)
- Assist with opening up, shutting down and locking up before and after events. (As applicable)
- Assist guests with questions and concerns.
- Assist office/gate staff when needed (gate code changes, storm awareness, check on site departures etc.)
- Assist in monitoring the park and campground areas. **Report** any incidents, accidents, emergencies or rule infractions to the Corps Ranger and Campgrounds Manager. For all emergencies call 911 first.
- During the winter months (December – February) park projects.
- Maintain their campsite in an orderly and clean fashion, follow the rules, regulations and guidelines of the park, and set a good example for other visitors.
- Mowing within the park & campground

Camp Host Commitment:

- 16 hours per week (A couple can split the time) - 4 days per week - for a **minimum** term of 4 months

March – June

July – October

November – February (Closed the week of Christmas)

Appendix 6

Camp Host Compensation:

- **No monetary compensation will be provided for these services.**
- A designated campsite will be provided to the camp host/s which will include water, electricity, and septic services during their time of service.
- Use of the park and its amenities.

Term of Agreement:

This camp host agreement is between Hall County Government, Hall County Parks & Leisure,
_____ Campground, and the camp host/s indicated herein:

For the term of _____ through _____. Either party may however, terminate this agreement upon fourteen (14) days written notice to the other party. The agreement may be terminated immediately if the camp host role and responsibilities are not being met.

Waiver of Liability:

I THE UNDERSIGNED, ASSUME ALL RISKS AND HAZARDS INCIDENTAL TO PARTICIPATION AS CAMP HOST, INCLUDING TRANSPORTATION WHILE FULFILLING THIS ROLE, AND DO HEREBY, FOR MYSELF, MY CHILD, MY HEIRS, EXECUTORS, AND ADMINISTRATORS, WAIVE, RELEASE, ABSOLVE, INDEMNIFY AND AGREE TO HOLD HARMLESS THE UNITED STATES ARMY CORP OF ENGINEERS, HALL COUNTY GOVERNMENT, HALL COUNTY PARKS & LEISURE SERVICES DEPARTMENT AND THEIR REPRESENTATIVES, AFFILIATED ASSOCIATIONS, OFFICERS, AND PARK GUESTS FOR ANY AND ALL INJURIES AND DAMAGES SUFFERED BY MYSELF, MY FAMILY OR MY CHILD IN CONNECTION WITH THE POSITION.

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT I/WE ARE PHYSICALLY AND MENTALLY CAPABLE OF PERFORMING THE RESPONSIBILITIES AND DUTIES ASSOCIATED WITH THE ROLE OF CAMP HOST. I/WE HAVE NOT BEEN ADVISED BY A MEDICAL PROFESSIONAL TO OBSTAIN FROM THESE TYPE OF ACTIVITIES.

I UNDERSTAND THAT THE OFFER FOR THIS POSITION IS CONTINGENT UPON A FAVORABLE BACKGROUND CHECK, AND I CONSENT/AGREE TO A BACKGROUND CHECK.

Signature Date

Signature Date

Camp Host Name Printed

Camp Host Name Printed

Signature Date

Signature Date

Director/Asst. Director Parks & Leisure

Campgrounds Manager