



POLK COUNTY (OR) FAIRGROUNDS & EVENT CENTER
invites applications for the
position of:

**Fairgrounds Camp Host
(Part-Time)**

SALARY: No RV necessary – We will provide you with housing

OPENING DATE: 12/18/23

CLOSING DATE: Until filled

DESCRIPTION: Camp Host – Must live on grounds

SCHEDULE: Part-time, 20 hours per week – Schedule to be worked out with the right person
This position is located at the Polk County Fairgrounds in Rickreall.

PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee may be expected to perform.

1. Revenue Collection – Collecting camping fees, Dumps station fees. Issuing user permits, supplying revenue reports and cash-out sheet. Follow proper cash handling and record keeping procedures.
2. Enforce parking compliance
3. Ensure camp area compliance and security by ensuring camp areas are patrolled and guests are abiding by camp rules and enforce quite hours
4. Maintain a high level of communications between guests, do-workers and management
5. Maintain safe and positive work environment
6. Monitors what is going on in the camp area and respond appropriately
7. Assist camp guests and visitors with basic questions and requests
8. Assist campers in locating camp spot
9. Make sure all camp spots and dump station locked back up
10. Will perform light maintenance work around campsites such as litter pick up and reporting any damage to management
11. Host is expected to work weekends and some holidays
12. Performs related duties as directed.

EDUCATION, EXPERIENCE AND TRAINING:

- Educational achievement equivalent to completion of the High School.
- Cash handling experience.
- Ability to keep organized and detailed records regarding camp usage and maintenance requirements.
- Strong public relations and guest service skills required, must be assertive while maintaining a friendly manner.
- Strong interpersonal skills to establish good working relationships with all Fair Staff.
- Ability to work in a variety of weather conditions.
- Strong time management skills.

- Resourceful and able to work independently.
- Ability to defuse confrontational situations in an effective manner.

If you feel you are qualified and would be interested please fill out an application (<https://www.co.polk.or.us/fair/job-openings-fairgrounds>) and submit it to andersen.tina@co.polk.or.us or bring it into the Fair Office. Please do not apply on facebook