



VOLUNTEER CAMPGROUND HOST APPLICATION

This information is required to be considered for a campground host position.



Applicant's Name		Retired? <input type="checkbox"/> Yes <input type="checkbox"/> No		Co-Applicant's Name		Retired? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address				Address			
City, State, ZIP				City, State, ZIP			
Telephone		E-Mail Address		Telephone		E-Mail Address	
Occupation (current or past)				Occupation (current or past)			
Drivers License Number and State of Issue		Date of Birth		Drivers License Number and State of Issue		Date of Birth	
Have you attended training for Volunteer Campground Hosts? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Date of Training-				Have you attended training for Volunteer Campground Hosts? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Date of Training -			
Have you served as a Volunteer Host before? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, where?				Have you served as a Volunteer Host before? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, where?			
Dates served				Dates served			
What special talents/interests do you have?				What special talents/interests do you have?			
Use reverse side if additional space is needed.				Use reverse side if additional space is needed.			
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, what and when? _____				Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, what and when? _____			
List names of all family members (in addition to Applicant and Co-Applicant) who will reside full-time on the campsite. _____ _____							
Will any pets reside with you? If so, what kind? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Dog/s - How many? ____ <input type="checkbox"/> Cat/s - How many? ____ <input type="checkbox"/> Other (specify) _____							
Would you serve as a Volunteer Campground Host at a Rustic Campground? <input type="checkbox"/> No <input type="checkbox"/> Yes				What kind of camping equipment will you use? <input type="checkbox"/> Motor Home <input type="checkbox"/> Trailer/Camper		Size/Length of Unit	

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List two references and their relationship to you.			
Name		Name	
Address		Address	
City, State, ZIP		City, State, ZIP	
Telephone	Relationship	Telephone	Relationship
In Case of Emergency, please notify:			
Name and address of person to be notified (not living with you)		Relationship	Telephone
<ul style="list-style-type: none"> • <i>I certify that I have willfully provided all information on this application and it is true and accurate.</i> • <i>I understand that the information provided is required under the authority of the Forsyth County Parks & Recreation Department for the safety and well-being of all persons who utilize public campground facilities and this information will become public record.</i> • <i>I understand that a criminal history check may be obtained prior to my appointment as a Volunteer Campground Host.</i> • <i>I understand that once I have accepted a host assignment, I cannot change my assignment and will provide notice should I/we need to leave.</i> • <i>I agree to abide by State and Federal laws and Department policy which prohibit discrimination in employment, education, housing, public accommodations, law enforcement or public service based on religion, race, color, national origin, age, sex, martial status, height, weight, or disability.</i> • <i>I further certify that I have read, understand, and have signed the Campground Host Policy</i> • <i>I further certify that I have read, understand and agree to abide by the Campground Host-Volunteer Program Policy.</i> 			
Applicant's Signature		Date	Co-Applicants Signature
			Date

SUBMIT TO THE FORSYTH COUNTY PARKS & RECREATION DEPARTMENT

ATTN: TANGLEWOOD PARK CAMPGROUND DIRECTOR

FOR PARK SUPERVISOR USE ONLY

Approved by: _____

Confirmed Dates of Assignment _____

Park Supervisor Signature _____

Date _____

Criminal History Check completed and Volunteer is approved _____



CAMPGROUND HOST POLICY

The Forsyth County Parks and Recreation Department encourages the use of volunteers to serve as Campground Hosts at the Tanglewood Park Campground. All campgrounds should have a Volunteer Campground Host scheduled during heavy use season of March 1 through December 5 (closed – February). Volunteer Hosts must comply with all State Laws, Department Rules, Policies & Procedures and Director’s Orders.

The Volunteer Campground Host Program was developed in order to increase the level and quality of service that Forsyth County Parks and Recreation visitors and campers receive. Hospitality is the most important function of our Hosts. They extend a warm welcome, maintain a friendly presence in the campground and provide answers to questions regarding park activities and local attractions. Hosts contribute their volunteer services with the goal of assuring our visitors a comfortable enjoyable stay and enhancing the quality of their outdoor experience.

Volunteer Campground Hosts have come to be viewed by campers as standard amenities in campgrounds, rather than extra attractions. Hosts are friendly, responsible, and experienced campers who provide valuable assistance to our park employees and important services to our campers, while enjoying free camping for extended periods within our campground.

PROCEDURE

Number of Hosts:

The campground will be limited to three Host couples (six total Hosts) at a time working 3 day on 6 day off schedules.

Timetables:

Campground Hosts are normally scheduled between March 1 and December 5. At other times of the year, Parks and Recreation may assign Campground Hosts based upon Host availability and the needs of the Tanglewood Park Campground, including the “off season” which runs beginning of December through end of February. It is the policy of Forsyth County Parks and Recreation / Tanglewood Park RV Campground to seek host applicants that can commit to serve the entirety of the campground operation season (March 1 – December 5).

Priority and Selection:

Applications are accepted during open posting times and until positions are filled. Applicants must be at least 18 years of age. North Carolina residents are given priority. Campground Hosts are selected from those who submit proper applications until existing vacancies are filled. Interviews will be conducted by the Parks and Recreation Department. Positions should be filled as soon as possible. Campground Host positions are not recurrent from year to year. Current Hosts should inform the Parks and Recreation Department of their interest in returning and submit a completed Host Application for the upcoming year.

****A Host Application must be completed and returned to Forsyth County Parks and Recreation Main Office as soon as the selection process has been completed. Safety/liability standards require a completed form in Main Office and Tanglewood Park Admin Office. Hosts may not begin service schedules until this form is on file.**

Criminal History Check:

The following policy shall be used to govern all Campground Host assignments:

Host applicants who are chosen by Park personnel to be Campground Hosts shall have criminal history background checks performed. Park personnel shall verify the Applicant's full name and birth date before submitting the confirmation/vacancy form to the Volunteer Coordinator. Verification will be done by comparing the birth date on the application with the birth date on the applicant's driver license. The Division's Volunteer Coordinator will conduct a criminal history check on each applicant and place all results in a secure file. Park personnel will be notified of any criminal history charges found in the applicant's record. Any applicant having one or more of the following convictions will not be placed in Campground Host positions:

1. Any Felony
2. The Following Misdemeanors:
 - Resisting and Obstructing
 - Indecent Exposure
 - Child Abuse
 - Criminal Sexual Conduct
 - Assault and Battery on a Police Officer
 - Domestic Assault

Scheduling:

Being a Campground Host represents a major commitment of time to Tanglewood Park. Campground Host on-duty hours should be mutually agreed upon by the Host and the Parks and Recreation Supervisor conducting the Host Program normally 8AM until 8PM each day. A minimum of 36 hours per week should be contributed by each person who serves as a Campground Host. If a couple is assigned as a team, then each individual must provide at least 36 hours of service per week. Hosts are required to provide services for each day of the week including holidays. Host shall also be "on call" after hours during each of their scheduled 3 day work periods. Each host will be scheduled to work a 3 day on and 6 day off period. Additional days off and other changes in scheduling will be subject to the Campground Director's approval. Host may not be scheduled to relieve paid employees on breaks or scheduled to perform job tasks normally assigned to paid employees.

****All hosts should keep in mind that shifts and schedules may vary throughout the year based upon the current host staffing levels.**

Tanglewood Park Campground Director should have a written copy of the Hosts' schedule (important for emergency purposes).

Host Equipment:

Campground Hosts must provide their own camping unit, equipment, and personal items. While at the park, a Host might be loaned equipment by the Tanglewood Park Campground Director that other campers may borrow. This camping equipment may include rakes, brooms, a level, scissors, etc.; recreational equipment may include horseshoes, volleyball and net, etc. Tanglewood Park Campground Directors should provide Hosts with all the equipment and materials necessary to perform the services they have been assigned. All equipment must be returned to the Tanglewood Park Campground Director upon completion of the assignment, or other termination.

Campsite:

It is the Tanglewood Park Campground Director's responsibility to select the site and facilities to be used by the Campground Host. The Host campsite must be kept neat and clean at all times. No storage buildings, structures, or other items can be stored on the Host campsite that would give the appearance of a semi-permanent or permanent dwelling.

The Tanglewood Park Campground Director will provide the Host campsite with the following:

1. "Campground Host" sign
2. Bulletin Board or Eraser Board
3. "In/Out" sign or "On Duty/Off Duty" sign
4. Electricity (if available), Water (if available), and Sewer (if available)

Visitors to Host's Campsite:

Guest visits and lengths of stay should be responsible so as not to interfere with the Host's duties. The only people who may reside on the Host Campsite long-term and more than 3 days are those on the application.

Training:

Campground Host duties will supplement the park staff in assisting and directing visitors to a campsite, explaining camping fees, assisting with camping activities, assisting with maintenance, supplying visitor information, and similar tasks. The Tanglewood Park Campground Director will coordinate all required training on required activities with the park maintenance staff and the Parks and Recreation Safety Coordinator.

Required Activities:

Campground Hosts must provide the following activities:

1. Daily Tour/Inspection of Campground
2. Daily Camper Check-ins/Check-outs
3. Loan of Equipment (if supplied)
4. Daily check of Bathhouse/Restrooms

5. Post "In/Out" or "On duty/Off Duty" sign
6. Approximately 36 hours per individual per week contributed
7. "On Call" after hours during your scheduled workdays

Code of Behavior/Prohibited Acts:

- Host must obey all local, State, and Federal laws
- No boisterous or disturbing behavior
- Operate UTV's (utility vehicles) only on designated Park roadways and designated areas, no operation on Park trails. UTV shall operate only between Welcome Center office and Campground and Campground and yard waste area. All other areas are off limits to the UTV unless otherwise instructed.
- Consumption of alcohol prohibited while on duty
- Tobacco use prohibited in all Forsyth County owned and Park operated buildings
- Be respectful of all RV/Campground guests and fellow hosts
- Personal relations shall not become disruptive to the RV / Campground and its activities
- Misuse of County services is prohibited (excessive telephone & cellular phone use)
- No unwelcome or unsolicited speech based upon age, race, color, religion, sex, national origin, or disability
- Use of any device or service to access internet, email, telephone, or facsimile machine to send or receive materials that could be construed as fraudulent, illegal, harassing, obscene, indecent, profane, or intimidating is prohibited
- All news media requests shall be referred to the Parks and Recreation Marketing & Events Manager or the Department Head
- Will under no circumstances collect any RV / Campground fees or other Park fees
- Volunteers will not operate County Road vehicles
- Hosts will take no law enforcement measures. Infractions of park rules and policies will be reported to Park staff or to the proper law enforcement agencies
- Personal gifts and gratuities shall not be accepted
- Personal motor-powered contrivances are not allowed
- No permanent structures allowed attached to camping vehicles (decks, porches, patios, etc.)
- No business advertisements shall be affixed or visible on the host sites

Termination and Evaluation:

When a Campground Host has completed the agreed upon period of service, the Host and Tanglewood Park Campground Director will complete Exit Evaluations for each Host. These forms are available from the Tanglewood Park Campground Director and should be completed and returned to the Parks and Recreation Main Office within two weeks of departure. All equipment must be returned to the park when the volunteer assignment has ended.

Host Program Materials:

The following resources have been developed for use with the Volunteer Campground Host Program:

1. Campground Host Policies
2. Host Application
3. Host Duties List
4. Host Training Manual Binder

Applicant Signature / Date

Co-Applicant Signature / Date