

SEASONAL RV PARK CAMP HOST  
City of Newport, Washington

Applicant will perform a variety of tasks of customer service, camper notifications of rules, light janitorial in the park. This position is from late April through early October. Monthly starting salary \$250 plus a host site in the RV Park with full RV Hookups and Wifi. Host must provide their own RV. This position is seasonal with no benefits. Must have a valid driver's license and be able to pass a background check. Please contact Newport City Hall, 200 S. Washington Avenue or (509) 447-5611 or online [www.newport-wa.org](http://www.newport-wa.org) for an application packet. First Review: 07/14/2023 (EOE)

# APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last Name		First Name	Middle Name
Address	Number	Street	City
			State
			Zip Code
Telephone Number(s)		Social Security Number (voluntary)	

Best time to contact you at home is: ..... : ..... <sup>AM</sup>/<sub>PM</sub>

If you are under 18 years of age, can you provide required proof of your eligibility to work? .....  Yes  No

Have you ever filed an application with us before? If Yes, give date .....  Yes  No

Have you ever been employed with us before? If Yes, give date .....  Yes  No

Do any of your friends or relatives, other than spouse, work here? .....  Yes  No

If Yes, state name, relationship and location \_\_\_\_\_

Are you currently employed? .....  Yes  No

May we contact your present employer? .....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment.* .....  Yes  No

Date available for work \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full Time (Please indicate 1 2 3 shift)  
 Part Time (Please indicate Mornings Afternoon Evenings)  
 Temporary (Please indicate dates available \_\_\_\_\_ - \_\_\_\_\_)

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Can you travel if a job requires it? .....  Yes  No

## EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

## ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? \_\_\_\_\_ YES \_\_\_\_\_ NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		

## REFERENCES Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing & Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

**CITY OF NEWPORT**  
**WAIVER/AUTHORIZATION TO RELEASE INFORMATION**

This document affects your legal rights.  
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, criminal/ traffic violation history, driver's license record, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications for a position with the City of Newport.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the City of Newport in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant's Printed Full Legal Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Driver's License No.# and State of Issuance

\_\_\_\_\_  
Telephone Number

# City of Newport Job Description

**Job Title:** Seasonal RV Park Camp Host  
**Department:** Public Works Department  
**Reports To:** Public Works Director  
**FLSA Status:** Non-Exempt  
**Date:** June 15, 2023

## **SUMMARY:**

This seasonal position performs a variety of tasks of customer service, camper notifications of rules, light janitorial in the park.

## **GENERAL JOB DUTIES:**

- Ensure the cleanliness of grounds, landscaped areas, parking lots, and restrooms. Camp Host will need to stock and clean restroom facilities.
- Keep grounds free from trash, litter, and debris, and make sure to check trash receptacles for when they need to be emptied.
- Clean campsites by performing minor maintenance tasks such as raking the campsite pad and may need to wipe down tables.
- Responsible for ensuring quality of sites before guests check in, helping with any needs during their stay and making sure they check out in a timely fashion.
- Camp host will need to be able to work a phone or tablet to help manage reservations using the online reservation site (ResNexus).

## **EXPECTED COMMITMENT:**

- The RV park is open from May 1<sup>st</sup> until September 30<sup>th</sup>, unless otherwise posted. Host will need to be settled before opening day.
- Approach all encounters with guests in an attentive, friendly, courteous, and service-oriented manner.
- We will need the camp host to remain on premise at all times from Friday morning until Sunday afternoon for check in's and check out's. Host is expected to assist with helping the campers to their spots and be there to record who has arrived. If the Camp Host has to leave for long periods of time during the week (over 8 hours) or needs to leave on the weekend they should get approval from the Public Works Director or Administrator.
- Assist guests with registering, guiding them to their sites, and with other customer service needs.
- Camp host can expect many daily interruptions; campers could be arriving outside of designated times.
- Use of safe work practices for a secure work environment for staff and campground guests.
- Interacting with guests and can make recommendations for things to do in the local area.
- Follow all safety guidelines for the operation of equipment and use of chemicals if needed for cleaning the restroom facilities.
- Report all disturbances to supervisor or in emergencies, to the local authorities without attempting to discipline or apprehend any campground visitors. Camp Host will need to keep a record of any/all events that occur.

- Prioritize tasks based upon importance and urgency with conscious planning and thoughtful decision making.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**QUALIFICATIONS:**

Job Qualifications: Experience in campground or comparable position, office and light maintenance work in high public contact area, read, write, and speak English in a clear and concise manner, ability to work nights, weekends, and holidays, capable of working independently and as part of a team.

Must be able to pass background check and have a valid driver's license.

**EDUCATION and/or EXPERIENCE:**

Preferred experience as Camp Host or history of visitations and knowledge of RV camps.

Must have basic knowledge of online reservations and computer skills to assist guests.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as employee handbook and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with general public and other employees.

**ACCOMMODATIONS:**

Host will be provided a site with full hook-ups and internet.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of situations with public. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- Must be able to lift up to 50 pounds, lift and carry 25 lbs occasionally and 10 lbs regularly.
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 lbs without assistance.
- Ability to stand for long periods of time.
- Ability to bend, stoop, kneel, crouch, climb, and move safely over uneven terrain.
- Able to work inside and outdoors and in various climates.

\*Note that this job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.