



## CITY PARK CAMPGROUND HOST

### Seasonal Position – April 15 to October 15

Required duties and skills:

- ❖ Primary obligation is onsite campground supervision, collecting and turning in fees and grounds maintenance.
- ❖ Be familiar with the Oelwein community and the Parks website– [Oelwein.fun](http://Oelwein.fun)
- ❖ Valid driver’s license / positive personality / presentable appearance
- ❖ Maintenance grounds with mowers and string trimmers in the campground are including the tent area at the north end of the park.
- ❖ Available to register and help campers at all hours of the day
- ❖ Available to perform kayak/paddleboard rentals – collection of fees, fill out forms
- ❖ Keeping logbooks on registration and turning in receipts to City Hall Monday mornings.
- ❖ Checking campers and maintaining campground pads
- ❖ Primitive site supervision and maintenance, ensuring that tent campers do not extend their stay in one area over 4-day period.
- ❖ Report to and assist the Park Superintendent/Park Assistant
- ❖ Cleaning shower house facilities on a as needed basis
- ❖ Cleaning two primitive bathrooms on a as need basis
- ❖ Maintain and clean fire place grills and rings - ongoing
- ❖ Painting facilities on an as needed basis/ picking up sticks
- ❖ Selling of firewood / help splitting wood
- ❖ Ability to lift 50Lbs.

Job includes following services with employment:

- ❖ Camping for 6 month employment season
- ❖ Electrical / water / sewer



**DISCLAIMER**

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts the City of Oelwein ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the City and any City employee. No employee should consider these guidelines as a contract. The City of Oelwein does not guarantee any specific term or length of employment. All employees of the City are "at will employees".

I have read all information provided to me including the City of Oelwein Safety Manual and Personnel Policy Manual. I have been given ample time to review and ask any questions that I may have. I understand, and will abide by all the rules, regulations, safety procedures and guidelines presented to me in this safety orientation. I furthermore understand that a 90-day probation starts from my first day of employment in which termination can result at any time.

In consideration of employment with the City of Oelwein, related events and activities, the undersigned acknowledges, appreciates and willingly agrees that:

I do hereby give the City of Oelwein, its assigns, licensees, and legal representatives the irrevocable right to use my name, picture, portrait, image, video or photograph in all forms and media and in all manners, including composite, for advertising, for publication or any other lawful purposes, and I waive any right to inspect or approve the finished product, including written copy, which may be created in connection therewith.

I have read, understand and will abide by the above job description for the City of Oelwein Campground Host position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Campground Rules

- All campers are expected to keep their campsites clean and in an orderly manner
- Quiet must be maintained between 10:30 PM and 6:00 AM
- Park and campground are closed to non-campers between 10:30 PM and 6:00 AM
- Licensed motor vehicles operated by licensed drivers only
- (Mini bikes UTV's, Golf Carts, and All –terrain vehicles are prohibited in all City parks without exception per City code)
- Motor vehicles are not allowed off roadways and/or parking areas
- All domestic animals must be kept on leash not to exceed 10' in length
- Tree cutting is strictly prohibited
- Iowa fishing license required if and when fishing
- Fire must be built in places provided
- 10 MPH speed limit in campground
- No moving fire rings
- Do not move tables-ask the host for direction if extras are needed
- No tents allowed on campsite pads
- All campers must register with the host within one hour of arrival
- Check out time is 2:00 PM
- Please dispose of trash in containers provided—not fire rings
- Maximum stay of 4 consecutive nights in primitive tent area
- Anyone not complying with these rules will result in removal from the campground at the campers' expense, with no refund.



PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS

Park and Recreation

[www.oelwein.fun](http://www.oelwein.fun)

Oelwein Campground Fee Schedule  
Adopted by Resolution #5016-2017

\*No reservations taken\*

61 & Under

30 Amp sites – Daily	\$17.00
30 Amp sites – Weekly (6 Nights)	\$85.00
30 Amp sites – Monthly (29 Nights)	\$310.00

61 & Under

50 Amp sites - Daily	\$20.00
50 Amp sites – Weekly (6 Nights)	\$100.00
50 Amp sites – Monthly (29 Nights)	\$335.00

Seniors 62+

30 Amp sites – Daily	\$15.00
30 Amp sites – Weekly (6 Nights)	\$80.00
30 Amp sites – Monthly (29 Nights)	\$295.00

Seniors 62+

50 Amp sites - Daily	\$19.00
50 Amp sites – Weekly (6 Nights)	\$90.00
50 Amp sites – Monthly (29 Nights)	\$325.00

Tent Site

Primitive	\$8.00 - max stay 4 consecutive days
Supplementary to RV site	\$6.00

Box of Wood

\$5.00

Kayak/Paddleboard

One Hour Per Kayak/PB	\$10.00
Two or more for four hours per kayak/PB	\$30.00
Four Hours Per Kayak/PB	\$35.00