



CITY OF HOUSTON

P.O. Box 940027

Houston, Alaska 99694

(907) 892-6869 Phone (907) 892-7677 Fax

The City of Houston is currently recruiting applicants for a Campground Host. This is a volunteer without benefits position. If you are interested and meet the qualifications for this position as listed in the job description, please submit a completed application packet consisting of the following:

- City of Houston Employment Application
- City of Houston Background Release Form
- Cover Letter
- Resume
- Candidates must have a high school diploma, GED or equivalent
- The job position is posted on the City website at www.houston-ak.gov.

Submit your **completed application, background investigation form and any other materials** to the: City of Houston, Attn: Human Resources, PO Box 940027, Houston, AK 99694 or fax to 907-892-7677. Should accommodations be needed to receive or complete the application, please call 907-892-6869 or email jadams@houston-ak.gov

OPENING DATE: Open until filled

CLOSING DATE: Open until filled

STIPEND: Volunteer Opportunity – Park Hosts receive a \$10.00 per day stipend

DUTIES/RESPONSIBILITIES: Greet visitors and collect fees from campground patrons. Keep trash cans emptied, clean restrooms, replace supplies, keep camping spaces clean after each patron's use, and perform other light duties as needed. (city vehicle provided for trash pick-up) Oversee the park to ensure it is clean and safe, and that visitors follow rules. Park must be monitored at all times. Contact authorities if laws are broken and report damage and vandalism to the Mayor promptly. Follow all safety instructions, hazardous materials disposal, etc.

Work closely with the Public Works Director for repair of buildings, equipment, fee boxes, picnic tables, restrooms, signs and trails.

Work closely with the Public Works Director for winterization and de-winterization as needed.

Deliver firewood to campsite and collect fees for firewood.

MINIMUM REQUIREMENTS: Greet visitors and collect fees from campground patrons. Keep trash cans emptied, clean restrooms, replace supplies, keep camping spaces clean after each patron's use, and perform other light duties as needed. (city vehicle provided for trash pick-up) Oversee the park to ensure it is clean and safe, and that visitors follow rules. Park must be monitored at all times. Contact authorities if laws are broken and report damage and vandalism to the Mayor promptly. Follow all safety instructions, hazardous materials disposal, etc.

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Little Susitna Campground - is located in Houston, AK. **The host will need their own RV**. Water and electricity will be available. RV septic pumping is available off-site. Camping fees may be collected. The primary responsibility will be to provide a physical presence on the property during the week-ends and in the late evenings, to discourage vandalism.