

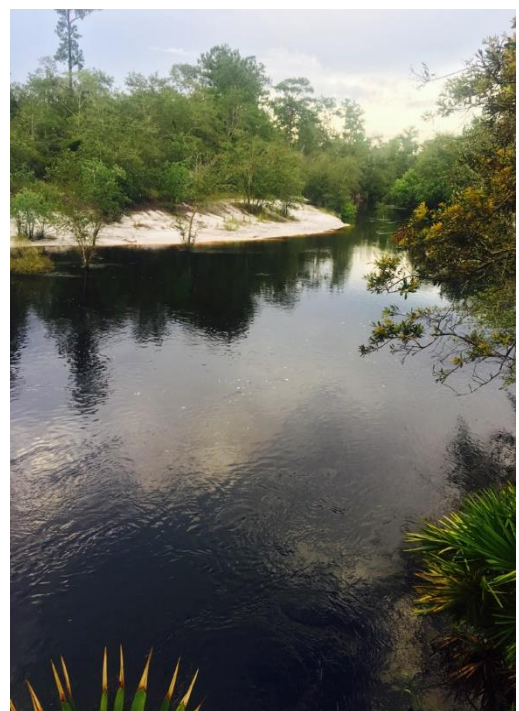


St. Mary's Shoals Camp Host

Baker County Board of Commissioners is accepting applications for two “camp host” positions to play a key “live-on-site” role. There is seasonal variation, but on average, the camp hosts work 15 hours per week maintaining and supervising this beautiful park. In exchange for your service, we provide a campsite with RV pad, electrical, water and sewer hookup. This is a “Bring your own RV” position. Two sites are available and located within St. Mary Shoals Park.

Both camp hosts should be available periodically throughout the day. This is a contract service agreement, not a Baker County employment opportunity. However, based on the services performed, completion of a pre-agreement drug screening will be required, and the County reserves the right to require drug screenings during the term of the Agreement. The term of this agreement shall be a period of six (6) months. This agreement is renewable by mutual agreement of both parties. Camp Hosts shall request in writing said renewal not less than sixty (60) days prior to the expiration of this Agreement.

Apply now! For more info, application and the complete Contract with requirements are available at the Baker County Administration office located at 55 North Third Street, Macclenny, FL 32063 or online at www.bakercountyfl.org/jobs.



Introduction:

Baker County Board of County Commissioners is accepting applications for two St. Mary's Shoals Park Camp Hosts. Please send completed applications to the Baker County Administration Office at 55 N 3rd St Macclenny, Florida 32063. You can also email your application to County Manager Sara Little at sara.little@bakercountyfl.org.

Principle Duties and Responsibilities:

During the period of your term, the volunteer will serve as a "live in" host at St. Mary's Shoals Park. The primary responsibility is to serve as a vital team member within Baker County Parks and Recreation, accept and agree to the general management of the Parks and Recreation Director, and the direct supervision of the Parks Maintenance Lead, or designated representative, and comply with stated duties of this agreement, and other duties as assigned to them from time to time. Communicate regularly with Director and Lead and provide Monday morning update and send weekly work and hours report to the Director or County staff.

Both Camp Hosts should supervise, provide customer service, and monitor Shoals Park in coordination with the Parks and Recreation Director or Parks Maintenance Lead on a self-directed basis. Monitoring includes watching over the park and addressing maintenance issues as they arise. Customer service includes establishing positive relationships with park users, providing information, assisting with issues as they arise, and making park users feel welcome, respected, and appreciated. Supervision includes interacting with and educating park patrons, accessing the payment drop box, logging payments, checking for payments, and providing one reminder for payments.

Conduct "Park Patrol" includes cleaning fire-rings, cleaning and raking park areas, and cleaning picnic tables. In addition, duties include cleaning toilets, checking bathrooms (sweeping, picking up garbage and wiping surfaces), checking the park for trash or branches, stocking payment envelopes, and other minor maintenance.

Provide various maintenance services on a scheduled and supervised basis. A monthly schedule will be set in advance in coordination with supervisor. Maintenance services could include, but are not limited to: weeding, mulching, pruning, pressure washing, string trimming, hedge trimming, mowing, repairing fencing, cleaning, painting, and minor building maintenance and repair.

When:

The Camp Host assignment runs for 6 months. Camp Host may be used as needed and at the discretion of the Parks and Recreation Manager. Volunteers are expected to serve at the park for the full contracted period. Consideration may be given to shorten this period if special circumstances occur.

Background Check:

All volunteers must undergo a background check and successfully complete a pre-Agreement drug screening, establishing no presence or use of illegal drugs. These screenings will be completed at the time of selection and completion of the Agreement will be contingent on successful completion of both screenings. This also applies to hosts returning from previous seasons.

Termination:

Camp Host volunteers may be terminated. This agreement may be terminated by either party for any reason upon twenty-eight (28) days' written notice to the other. In the event of any violation by the Camp Hosts of any of the terms of this contract, the County thereon may terminate this Camp Host Agreement with notice. Upon written notice from the County to the Camp Hosts that the County intends to terminate this Agreement based upon the Camp Hosts' breach of this Agreement, the Camp Hosts shall have seven (7) days to cure or remedy the alleged breach to the satisfaction of the County's Parks and Recreation Department or that Department's designated representative. In the event of a severe breach of this Agreement as determined by the Department's designated representative, the County may prohibit the Camp Hosts from carrying out the day-to-day duties of the Camp Hosts described in this Agreement at any time deemed necessary by the County.

Host Benefit:

It is understood and agreed by both County and Camp Hosts that the Camp Hosts are independent contractors with respect to the County and are not employees of the County and shall receive none of the benefits available to Baker County employees including but not limited to: vacation time, sick leave, personal holiday, medical insurance, dental insurance, vision insurance, etc. It is further agreed by the County to carry industrial insurance coverage on the Camp Hosts.

Equipment:

The Camp Host provides their own RV, equipment, and personal items. RV/Tiny homes must be 10 years old or newer. Exemptions to this requirement can be given upon inspection and written authorization by the Parks and Recreation Director. Safety and maintenance equipment required to perform duties will be provided by the Parks and Recreation Director. Other equipment needed to perform duties may be provided by and at the discretion of the Parks and Recreation Director.

Work Week:

Both Camp Hosts should be on-duty, and available to work at the park periodically throughout the day, five days per week. Both Camp Hosts are expected to be off-duty two weekdays, either Tuesday, Wednesday, or Thursday, (consecutive or intermittent), during which they will not complete any Camp Host Service, including monitoring or supervision. Camp Host on-duty hours will be mutually agreed to by the County Manager and/or Parks and Recreation Director.

No Enforcement Duties:

The Camp Hosts will not attempt to discipline or apprehend any park user. Hosts will report any minor disturbance or breaking of rules to the Parks and Recreation Director. Major issues, crime, or serious emergencies will be reported to the Baker County Sheriff's Department or County staff.

Identification:

A sign which reads "Camp Host" will identify the host site. An adult member of the host family will be provided with a name tag, shirt or other identifying article which clearly identifies them as the Camp Host.

Rules:

Camp Hosts shall always comply with all rules and policies of St. Mary's Shoals Park and all Florida Statutes, Rules, and Regulations, including as related to the use of illegal drugs or substances.

BAKER COUNTY
CAMP HOSTS AGREEMENT - DRAFT SAMPLE DOCUMENT ONLY

AGREEMENT made between _____ and _____, hereinafter referred to as the "Camp Hosts" and Baker County, State of Florida, hereinafter referred to as the "County".

RECITALS: Camp Hosts are willing to enter into this Agreement with the County, and the County is willing to retain the Personal Services of Camp Hosts, on the terms, covenants, and conditions set forth hereinafter.

SECTION ONE – AGREEMENT: The County hereby retains the Personal Services of and to serve as Camp Hosts of Shoals Park located at 9316 Odis Yarborough Road, Glen St. Mary, Florida. The duties of Camp Hosts are detailed in EXHIBIT A.

SECTION TWO - TERM OF AGREEMENT: The term of this agreement shall be a period of six (6) months beginning _____ and ending _____ subject to prior termination as hereinafter provided. This agreement is renewable by mutual agreement of both parties. Camp Hosts shall request in writing said renewal not less than sixty (60) days prior to the expiration of this Agreement.

SECTION THREE - COMPENSATION TO CAMP HOSTS: The County shall provide for Camp Hosts, and Camp Hosts shall accept from the County, in full payment for Camp Hosts' services the following: see EXHIBIT B.

SECTION FOUR - CAMP HOST BENEFITS: It is understood and agreed by both the County and Camp Hosts that the Camp Hosts are independent contractors with respect to the County and are not employees of the County and shall receive none of the benefits available to Baker County employees including but not limited to: vacation time, sick leave, personal holiday, medical insurance, dental insurance, vision insurance, etc. It is further agreed by the County to carry industrial insurance coverage on the Camp Hosts.

SECTION FIVE - CAMP HOSTS' INABILITY TO CONTRACT FOR THE COUNTY: Notwithstanding anything herein contained to the contrary, Camp Hosts shall not have the right to make any contracts or commitments for or on behalf of the County without first obtaining the written consent of the County.

SECTION SIX - AGREEMENTS OUTSIDE OF CONTRACT: This contract contains the complete agreement concerning the personal services agreement between the parties and shall, as of the effective date hereof, supersede all other agreements between the parties.

SECTION SEVEN - MODIFICATION OF CONTRACT: No waiver or modification of this Agreement or of any covenant condition or limitation herein contained shall be valid unless in writing and duly executed by each party.

SECTION EIGHT- TERMINATION: This agreement may be terminated by either party for any reason upon twenty-eight (28) days' written notice to the other. In the event of any violation by the Camp Hosts of any of the terms of this contract, the County thereon may terminate this Camp Host Agreement with notice of such termination. Upon written notice from the County to the Camp Hosts that the County intends to terminate this Agreement based upon the Camp Hosts' breach of this Agreement the Camp Hosts shall have seven (7) days to cure or remedy the alleged breach to the satisfaction of the County's Parks and Recreation Department or that Department's designated representative. In the event of a severe breach of this Agreement as determined by the Department's designated representative, the County may prohibit the Camp Hosts from carrying out the day-to-day duties of the Camp Hosts described in this Agreement at any time deemed necessary by the County.

SECTION NINE - PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by the Camp Hosts to successfully perform the essential functions of the Camp Host position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the Camp Hosts' duties, the Camp Hosts are exposed to outside weather conditions. The Camp Hosts' duties require sufficient physical ability and mobility to perform heavy and light labor, occasionally lifting and/or moving objects up to 35 pounds. Tasks regularly include walking, standing, stooping, reaching, lifting, and repetitive motion. A good sense of smell, normal range of vision and hearing are required. Common eye, hand and finger dexterity is required for most essential functions.

SECTION TEN – SEVERABILITY: All agreements and covenants contained herein are severable, and in the event of any of them with exception of those contained in Sections One and Three hereof, shall be held to be invalid by any competent court, this contract shall be interpreted as if such invalid agreements or covenants were not contained herein.

SECTION ELEVEN - CHOICE OF LAW: It is the intention of the parties hereto that this Agreement and the performance hereunder and all suits and special proceedings hereunder be construed in accordance with and under and pursuant to the laws of the State of Florida and that in any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of Florida shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action of special proceeding may be instituted. Venue for any civil lawsuit arising from this lawsuit shall be the Circuit Court of Baker County.

SECTION TWELVE - DUTIES OF THE CAMP HOSTS: It is understood by both the County and the Camp Hosts that the Camp Hosts agree to complete the duties listed in Exhibit A in a conscientious and workmanlike manner.

SECTION THIRTEEN - SAFETY POLICY: It shall be a condition of this Agreement that the Camp Hosts shall follow applicable safety practices and use appropriate personal protective equipment as set forth in the Baker County Safety Policy. The Camp Hosts shall be provided with not less than two (2) hours of training with respect to the County's Safety Policy.

SECTION FOURTEEN - INDEMNIFICATION AND HOLD HARMLESS: Camp Hosts agree and covenant to indemnify, defend, and hold harmless the County and those persons who were, now are, or shall be duly elected or appointed officials or members or employees thereof, of the County, against and from any loss, damage, cost, charge, expense, liability claims, demand or judgment of whatsoever kind or nature whether to persons or property, arising wholly or partially out of any acts, action, neglect, omission, or default, on the part of the Camp Hosts. In case of suit or cause of action shall be brought against the County on the account any act, action, neglect, omission, or default on the part of the Camp Hosts, the Camp Hosts hereby agree and covenant to appear and assume the defense thereof and to pay any and all costs, charges, attorney fees and other expenses, and any and all judgments that may be incurred or obtained against the County. In the event the County is required to institute legal action and or participate in legal action to enforce this indemnification and hold harmless clause, the Camp Hosts agree to immediately notify Baker County in writing of any claim or suit against the County to which this paragraph applies. The indemnification provisions have been mutually negotiated between the parties.

SECTION FIFTEEN – INSURANCE: Camp Hosts shall carry and shall provide proof of insurance with the following limits for the duration of this Agreement:

1. Personal liability insurance with \$500,000 combined single limit occurrence of bodily injury and property damage. This liability insurance policy shall have a forty-five (45) day cancellation notice in the event of termination or material modification of coverage.
2. Automobile liability insurance in the following amounts for their personal vehicles:
 - Third Party liability: Not less than \$100,000/\$300,000
 - Property damage: Not less than \$50,000
 - Personal injury protection: Not less than the statutory minimum
 - Uninsured/underinsured: Not less than is obtained by the Camp Hosts for third party liability
3. The Camp Hosts will obtain and maintain A) motor home insurance (actual cash value) and B) "Homeowner's" or "Renter's" insurance against loss or liability with respect to their mobile residences.
4. Said insurance policies will be primary to any insurance or self-insurance held by the County.
5. Proof of insurance shall be in the form of a certificate of insurance naming the County as 'additional insured'. County shall be informed 45 days in advance of any change in insurance, policy limits, or carriers.

SECTION SIXTEEN - PERSONNEL POLICY: It shall be a condition of this Agreement that the Camp Hosts comply with the personnel policies of Baker County.

SECTION SEVENTEEN - PERSONAL PROPERTY: All personal property belonging to the Camp Hosts shall be removed by the Camp Hosts by the end of the term of this agreement.

SECTION EIGHTEEN – NONDISCRIMINATION: The Camp Hosts will not discriminate against any person in performance of the Camp Hosts' obligations under this Agreement on the basis of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification.

SECTION NINETEEN - BACKGROUND CHECK/DRUG SCREENING: Prior to beginning the duties of this agreement, the Camp Hosts shall be required to complete and successfully pass a National criminal background check and pre-Agreement drug screening. Baker County reserves the right to conduct additional screenings for illegal drugs or substances during the Agreement. Failure to successfully complete the above screenings before or during the Agreement will result in an immediate cancellation or termination of this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement at Macclenny, Baker County, Florida on this, the _____ day of _____, 20____.

BAKER COUNTY
BOARD OF COUNTY COMMISSIONERS

Mark Hartley, Chairman

Date: _____

Camp Hosts Signature

Date: _____

Baker County Parks & Recreation Director Signature

Date: _____

County Manager Signature

Date: _____

EXHIBIT A
Baker County
Camp Host Agreement for Shoals Park

Duties of the Camp Hosts (occupying one RV/Tiny Home)

The Camp Hosts shall:

1. Serve as vital team members within Baker County Parks and Recreation. Accept and agree to the general management of the Parks and Recreation Director, and the direct supervision of the Parks Maintenance Lead, or designated representative of that agency, and comply with stated duties of this Agreement, and other duties as assigned to them from time to time. Communicate regularly with supervisor: provide Monday morning update, and send weekly work and hours report. The designated Camp Host supervisor referred to in this agreement is the Parks Maintenance Lead staff member.
2. Both Camp Hosts should be on-duty, and available to work at the park periodically throughout the day, five days per week. Both Camp Hosts are expected to be off-duty two weekdays, either Tuesday, Wednesday, or Thursday, (consecutive or intermittent), during which they will not complete any Camp Host service, including monitoring or supervision. The schedule of five days on, two days off will be determined in coordination with supervisor a minimum of 45 days in advance. Short-term coming and going throughout on-duty days is expected and beneficial.
3. The Camp Hosts may propose a schedule of up to 10 off-duty days each contract period within 30 days of the initiation of the agreement. The Parks and Recreation Manager has the authority to approve, deny, or modify the proposal based on the needs of the park, and the availability of staff. Off-duty time will occur in blocks of a maximum of one week in any given calendar month, not in July or August, or holidays.
4. Supervise, provide customer service, and monitor Shoals Park in coordination with supervisor, on a self-directed basis. Monitoring includes watching over the park and addressing maintenance issues as they arise. Customer service includes establishing positive relationships with park users, providing information, assisting with issues as they arise, and making park users feel welcome, respected, and appreciated. Supervision includes interacting with and educating park patrons, accessing the payment drop box, logging payments, checking for payment, and providing one reminder for payment.
5. Conduct "Park Patrol" after each visitor leaves and before the next visitors arrive: clean fire-rings, clean and rake park areas as needed, and clean picnic tables. In addition: stock toilet, check toilet (sweep, pick up garbage and wipe surfaces), check park for trash or branches, stock payment envelopes, and other minor maintenance. Park Patrol occurs on a self-directed basis in coordination with supervisor.

6. Provide various maintenance services on a scheduled and supervised basis. A monthly schedule will be set in advance in coordination with supervisor. Maintenance services could include, but are not limited to: weeding, mulching, pruning, pressure washing, string trimming, surfacing, hedge trimming, mowing, repairing fencing, cleaning, painting; and minor building maintenance and repair.

BAKER COUNTY
BOARD OF COUNTY COMMISSIONERS

_____ Date: _____
Mark Hartley, Chairman

_____ Date: _____
Camp Hosts Signature

_____ Date: _____
Baker County Parks & Recreation Director Signature

_____ Date: _____
County Manager Signature

EXHIBIT B
Baker County
Camp Host Agreement for Shoals Park County Park

Compensation to Camp Hosts

As part of the agreement as Camp Hosts of Shoals Park, County shall provide for the Camp Hosts, and the Camp Hosts shall accept from the County, in full payment for Camp Hosts' services the following:

- The designated Camp Hosts' RV site on which to place and reside in their recreational vehicle or tiny home. Includes electric, water, and garbage service. No other individual is allowed to live with the Camp Hosts at the site.

BAKER COUNTY
BOARD OF COUNTY COMMISSIONERS

_____ Date: _____
Mark Hartley, Chairman

_____ Date: _____
Camp Hosts Signature

_____ Date: _____
Baker County Parks & Recreation Director Signature

_____ Date: _____
County Manager Signature

EXHIBIT C
Baker County Parks and Recreation
Camp Hosts Intervention Summary

1. The Camp Hosts may introduce themselves, greet and assist park visitors, answer questions, and explain regulations in an open and friendly manner. The Camp Hosts may distribute copies of maps, rules, and brochures, and will be familiar with points of interest and location of services that might be of interest to the visitor. The Camp Hosts may assist in park public relations, education activities and special events. The Hosts will wear their badges and at least one garment or cap with a Parks and Recreation logo.
2. The Camp Hosts will not attempt to discipline or apprehend any park user. Hosts will report any minor disturbance or breaking of rules to the Parks and Recreation Director or Maintenance Lead. Major issues, crime, or serious emergencies will be reported to the Baker County Sheriff's Department or County Staff.
3. The Camp Hosts are to inform visitors of rules and regulations. If the visitors seem cooperative, the Hosts can ask them to correct the situation in a friendly manner. If the visitors do not comply after one friendly reminder or intervention, then the Hosts are prohibited from making any further contact with that visitor.
4. If the visitor's vehicle is vacant and a rule is being violated, the Camp Hosts may leave written notice using the pre-printed notice book.

BAKER COUNTY
BOARD OF COUNTY COMMISSIONERS

_____ Date: _____
Mark Hartley, Chairman

_____ Date: _____
Camp Hosts Signature

_____ Date: _____
Baker County Parks & Recreation Director Signature

_____ Date: _____
County Manager Signature

**Baker County Parks and Recreation Caretaker
and Camp Host Application**

Name: _____ Date: _____

Phone: _____ Email: _____

Current Address: _____ City: _____

State: _____ Zip Code: _____ How long? _____ Years ____ Months

Previous Address: _____ City: _____

State: _____ Zip Code: _____ How long? _____ Years ____ Months

Have you ever been convicted, pled guilty or “no contest” (nolo contendere) to any crime, regardless of whether or not you were adjudicated or if adjudication was withheld, or prosecution deferred?

Yes No Details and Dates: _____

Have you ever been known by any other names? Yes No

If Yes, please provide all prior names by which you have been known: _____

Others that may be living with you or visiting on a regular basis? Yes No

If Yes, please provide their name(s) and relationship: *(Use back of page if more space is needed)*

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Any Pets? Yes No

What kind of pet? _____ Weight: _____

What kind of pet? _____ Weight: _____

RV/Tiny House Information: *(if more than 10 years old, application must include date stamped pictures of home)*

Year: _____ Make: _____

Size: _____ Type: _____

Additional Vehicle Information: Please list year and type for all motor vehicles:

Year: _____ Make: _____ Model: _____

Year: _____ Make: _____ Model: _____

Other vehicles, sheds, or equipment you plan to store on site? Yes No

Please describe: _____

Previous Employment

Present or Past Employer: _____ From: _____ To: _____

Position: _____ Reason for leaving: _____

Description of job duties: _____

Previous Employer: _____ From: _____ To: _____

Position: _____ Reason for leaving: _____

Description of job duties: _____

Previous Employer: _____ From: _____ To: _____

Position: _____ Reason for leaving: _____

Description of job duties: _____

A Resume may be substituted for the following section:

Education and Training:

Description of General Work Experience:

Please list three (3) Relevant Work Experiences:

Location:

Job Title:

Address:

Supervisor:

May we contact this person: Yes No

Phone Number:

General Description of position:

Location:

Job Title:

Address:

Supervisor:

May we contact this person: Yes No

Phone Number:

General Description of position:

Location:

Job Title:

Address:

Supervisor:

May we contact this person: Yes No

Phone Number:

General Description of position:

Please provide three (3) Professional References. Personal references may be substituted if needed.

1. Name: _____ Relationship: _____ Phone Number: _____
2. Name: _____ Relationship: _____ Phone Number: _____
3. Name: _____ Relationship: _____ Phone Number: _____

Information Required for National Background Check

Host:

Host Spouse (*if applicable*):

DL State & Number: _____

Expiration Date: _____

Date of Birth: _____

SSN: _____

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____