



## St. Mary's Shoals Park Camp Host

### 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 3<sup>rd</sup> St Macclenny, Florida 32063. You can also email your application to County Manager Sara Little at [sara.little@bakercountyfl.org](mailto: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 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: \_\_\_\_\_