



Dodge County Land Resources & Parks Department

127 East Oak Street · Juneau, WI 53039-1329
PHONE: (920) 386-3700 · FAX: (920) 386-3979
EMAIL: parcs@co.dodge.wi.us * www.dodgeparcs.com

PARKS &
TRAILS
DIVISION

Dear: Interested Dodge County Park Volunteer;

Thank you for your inquiry into the Dodge County Parks volunteer program.

Enclosed is a volunteer application packet. Please complete the application and return to the above address.

We will process your application upon receipt and notify you of the available volunteer activities according to your interests as they become available.

If you have any further questions, please feel free to contact us.

Thank you for your interest in helping to improve the Dodge County Parks.

Volunteer Positions

* Please check position(s) of interest that you would like to be considered for:

Conservationist

- Maintain buildings and grounds
- Restore wildlife habitat

Naturalist

- Assist with or present interpretive programs or environmental education programs
- Develop educational/interpretive brochures, signs, and information

Project Volunteer

- Restoration of habitat
- Short-term or specific park projects

Campground Host

- Assist campers and Park staff
- Help maintain grounds

Visitor Services Volunteer

- Provide visitor information and greeting

Friends of Dodge Co. Parks Board Member

Note: Membership fee required

- Fundraise for and Promote the County Parks
- Assist with special events and fundraisers
- Provide direct feedback and input on operational and improvement issues for the Dodge County Parks

Adopt-a-Park

- Remove litter and debris in a designated section(s) of a specific park
- Report facility or grounds conditions to Park Staff
- Conduct specific improvement projects for designated section(s)

Adopt-a-Park Notes:

- A \$20 fee will be collected to cover the costs of producing and posting the volunteer trailhead or bulletin board sign.
- Sponsors must participate in at least three activity days per year and must participate in the program for at least two years.

Adopt-a-Trail

- Remove litter and debris along trails
- Report trail conditions to Park Staff

Adopt-a-Trail Notes:

- A \$20 fee will be collected to cover the costs of producing and posting the volunteer trailhead or bulletin board sign.
- Sponsors must participate in at least three activity days per year and must participate in the program for at least two years.



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CAMPGROUND HOST PROGRAM POLICY

The Campground Host is a volunteer camper who resides in a County Park for a contracted period of time during the camping season. The Host provides hospitality and information to other campers and park visitors and supplements staff coverage and maintenance of the Park, in exchange for a free campsite and firewood.

The preferred term of service shall run a minimum of 8 weeks from about **April 15th through October 15th** with a work schedule of a **minimum of 20 hrs. per week**. Shorter terms and work hours may be considered as necessary.

PURPOSE:

The Campground Host primary role is to increase the comfort, safety, and convenience of the public by providing hospitality and information to park visitors when the staff is unavailable or needs assistance. The Host serves as a good camping role model and acts as “eyes and ears” for staff and reports rule infractions and problems to the park staff and/or proper authorities when voluntary compliance is not obtained. The presence of the Host serves as a deterrent to vandalism, rowdiness and other park disturbance.

The Campground Host also assists with providing firewood, watercraft and campsite rentals as needed.

PROCEDURE:

Volunteer Host candidates complete a Dodge County Parks & Trails Volunteer Application and a Volunteer Campground Host Agreement and file them with the Department. The applications are reviewed and Volunteer Host candidates are interviewed (via phone or in person) by Department personnel. This is a position of public trust, thus a criminal background check will be run prior to selection. Upon being selected, the Campground Host Agreement will be signed by the Parks Supervisor or Parks Foreman which specifies; the park, the dates of service, and the responsibilities of the Host and the Department/Park Staff.

The Campground Host Program is available at Astico, Derge, Harnischfeger and Ledge Parks.



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CAMPGROUND HOST – DUTIES, RESPONSIBILITIES & PROCEDURES

COMMUNICATION WITH PARK STAFF:

Hosts should let staff know if they expect to be gone for any appreciable length of time.

All hosts are to keep a daily log, including problems, compliments, and unusual events and so on. It need not be lengthy.

If you are having a problem communicating with a staff person, contact the Parks Supervisor or Parks Foreman.

Keep in mind that rule enforcement and camper registration is the responsibility of staff (however you may be asked to assist in some situations). **Hospitality is your primary area.** Obviously you can answer camper's questions about rules and encourage compliance.

If a camper or park patron is unhappy about something in or with the park, he/she should be referred to staff or they can fill out an Incident Report (complaint form).

Communications between staff and hosts is of the utmost importance. Many problems and misunderstandings can be avoided if staff and hosts talk to each other on a regular basis.

GENERAL DUTIES AND RESPONSIBILITIES:

After staff leaves for the night, record any problems, complaints, or incidents on Incident Reports. This includes pet problems. Give these to staff or notify Parks Supervisor or Foreman first thing in the morning. Notify the Parks Supervisor or Foreman of any significant problems and fill out incident reports and give to staff.

Please be aware that not all campers want to socialize. Respect their privacy.

If a camper is breaking a regulation, notify staff, which will be responsible for enforcement. **Do not confront unruly campers or other park patrons.**

In a case where it is just common sense to try to resolve a situation and staff are not available, do your best to help them solve the problem; however, advise them that staff has the final authority and the host's decision may be overridden. Be sure to notify staff of the incident, using an Incident Report.

In the event of a disturbance, such as a loud, drunken party, a fight, cars driving around, etc., if staff isn't present, call the Sheriff's Department. **Do not put yourself in jeopardy or in an enforcement position.** Do not spend time trying to persuade the camper or visitor, especially if he/she is belligerent. Leave the scene and make the appropriate phone call.

If campers complain about rule infractions, let them know that you will notify staff and that enforcement is up to them, not the Host. Offer the camper an Incident Report to fill out, and point out that this is one of the best ways for them to communicate with staff. Politely remind them that your function is hospitality only, and that you have no final say over how the campground functions.

There will be opportunities or meetings with the Parks Supervisor, Parks Foreman and/or other campground hosts to share ideas and discuss any issues. Keep a log with ideas and suggestions, questions campers ask, and information they need that we haven't thought of, interesting anecdotes, unusual problems and your solutions. We are very interested in your feedback and experience; you are the frontline worker and will know best how to improve the Campground Host program.

Walk or drive through the campground and park, especially in the late afternoons and early evenings when many campers are arriving and:

- Greet campers;
- Assist them in self-registration, if necessary;
- Pick up and dispose of any litter;
- Take note of any rules that you see being ignored, such as having pets on a leash, keeping a clean campsite, recycling properly, etc. **Notify staff of these problems.** Socialize with campers and provide information as requested.
- Sell firewood as needed if a camper requests, rent water craft (where applicable) during designated times.

EMERGENCIES:

If there is a medical emergency, the Host provides the camper with a list of the nearest hospitals or clinics, or uses whatever communication equipment is provided to contact an ambulance. Hosts are not expected to provide first aid. During severe weather, if time permits, the Host alerts campers and park patrons and directs them to take shelter as per the Department's emergency management procedures. It is not the Host's responsibility to make sure that campers take shelter. The Host is also not to put themselves in danger and should make sure they can take adequate shelter for themselves before the severe weather hits.

DODGE COUNTY PARKS

VOLUNTEER CAMPGROUND HOST AGREEMENT

This agreement is entered into between the **Dodge County Land Resources and Parks Department** at 127 E. Oak Street, Juneau, WI 53039, hereinafter called "Department" and _____, hereinafter called "Host". This agreement is for volunteer services as a campground host at _____ Park for the period commencing on _____ and terminating on _____.

The Host and Department mutually agree to the following responsibilities:

HOST

1. Will be under the supervision of the Parks Supervisor, Parks Foreman or designee and will report to same. Regular coordination of work assignments are to be made with the Attendant of the park.
2. Shall be available for and scheduled for duty an average of 20 hours per week during term of service. Daily service time should generally not be less than three hours per day, with the understanding that the Host is "on call" and may be called to duty at any time when present at the park (including middle of the night). A work schedule will be established between the Host and the Parks Supervisor, Parks Foreman or designee as appropriate.
3. Shall not consume or be under the influence of alcohol or drugs (other than legal prescriptions) during scheduled duty. A violation of this provision could result in immediate discharge as volunteer Host. *Consumption of alcohol in the park while off duty as Host, shall be done in a discreet, responsible and prudent manner. Remembering you are viewed as a representative of the park and may be called to duty at any time while in the park.*
4. Shall set a good example by being a model camper, practicing good housekeeping at all times in and around the Host campsite and by observing all rules and regulations.
5. Shall display the sign designating the Host site at the campsite at all times and wear Department furnished identification while performing Host duties. Department furnished identification shall not be worn outside of the park without prior authorization from the Parks Supervisor.
6. Will serve as a resource to campers and other park users and visitors regarding available facilities on the property, in the local area and the other County Parks. The Host will greet incoming campers and other park visitors as appropriate and provide brochures, maps, and other literature as desired.
7. Will assist park users in locating campsites and using self-registration. As needed, the Host shall sell firewood, rent water craft (where available) and monitor camping fee payments. **Host shall not handle cash payments, unless prior approval is obtained by Parks Supervisor or Parks Foreman, rather the Host shall provide envelopes for proper payment and instruct/monitor the customer to place the proper fees in the envelope and deposit in the designated fee envelope slot.**
8. Will help keep the campground presentable by picking up litter and occasionally performing light maintenance and housekeeping chores or assisting park staff with other duties.
9. Shall not operate any park vehicles, mowers or power equipment (other than push mower, leaf blower, and weed trimmer to maintain host site) unless prior approval is obtained from the Parks Supervisor or Parks Foreman.

10. Will report enforcement problems to park staff. The Host recognizes that he/she has no law enforcement authority or credentials and cannot issue citations or make arrests. The Host also has no authority to enforce campground regulations. However, if warranted, Host may talk with the offending person to encourage compliance and proper behavior before contacting staff or law enforcement. Under this agreement no responsibility is given to the Host by the Department to handle problem situations other than to contact park staff or the Dodge County Sheriff's Department as appropriate.
11. Understands that he/she is a volunteer, not an employee with Worker's Compensation benefits, and is responsible for his/her own liability.
12. Will complete a written evaluation of the program at the end of his/her period of service, upon request.

DEPARTMENT

1. Provides the Host with a designated campsite and firewood for personal use at no cost during the term of this agreement.
2. Provides necessary training required to perform the agreed upon duties.
3. Provides necessary identification for the Host and sign for the campsite.
4. Provides needed equipment for maintenance work assigned.
5. Provides a Campground Host Manual.
6. Provides access to literature and information required to assist campers and other park users.
7. Completes an evaluation of the Campground Host, upon request.

This agreement may be cancelled by either the Host or the Department at any time. The Campground Host is a position of public trust; therefore the applicant is subject to an interview by staff and a satisfactory criminal background check prior to being selected for a position.

HOST'S SIGNATURE

DATE SIGNED

HOST'S SIGNATURE

DATE SIGNED

PARK SUPERVISOR/FOREMAN'S SIGNATURE

DATE SIGNED

*** This agreement shall accompany a completed Dodge County Volunteer Application.

