

Harry S Truman State Park Campground Host Duties

Warsaw, Mo.

Number of Hosts	Months Available	Pay Mileage?	Contact
3	April-November	Yes	660-438-7711

On-Season Duties:

- Be available to answer questions from the campers and direct them to proper resource.
- Retrieve an arrival sheet for the following day on days you are on duty and pull the tags for that arrival sheet.
- Carry firewood in the ranger pickup and have it available to sell to the campers upon request. Keep track of the firewood money and receipts. At the end of your day, turn in all money and receipts to the fee booth or office for entry into the day's cash drawer.
- On weekends and off season, the reservation grey cards will be prepared by the fee booth person. Turn in the checked in grey cards to the fee booth for placement in the card slots.
- Patrol the campground periodically throughout the day to mingle with the campers, and inform park staff of anything pertinent to park operation.
- Check restrooms on busy days for cleanliness and toilet paper and inform the proper person if action is warranted.
- Open and close day-use and swim beach gates.
- Other duties as assigned.

Shoulder season extra duties

- Sunday through Thursday keep the campground receipts and check in all campers in the campground. Turn in all money collected during the week to office staff as they are available or at the end of the week.
- Friday and Saturday operate as in the on-season.

Host general expectations

- Schedule and days off: There are three sets of hosts in the campground during the on Season April 1 through Oct. 31. The work schedule will be set up at the beginning of each month. The general schedule is four days on and eight days off. Hosts are scheduled around requested days off for doctor appointments, family events, etc. If an unexpected issue comes up and you need to be off on one of your scheduled days to work, you can trade with the other hosts. You are not required to get trades approved, but please let office staff know when you trade so they will be aware of who is on duty.
- Often your day will be busy in the morning and evening with a lull in the mid day. Occasional trips to town for groceries etc. are fine, but we would ask that you notify staff when you leave the park so we are aware the host is gone from a campground.
- Your role in enforcing rules is informational. We do not expect or want you to get in a confrontational situation or put up with abusive or obscene language from campers. If after you have informed a camper of a park rule

and they refuse to comply or become argumentative, notify the park superintendent or the ranger to deal with the situation.