

**DICKINSON COUNTY  
LAKE ANTOINE PARK  
CAMPGROUND HOST - VOLUNTEER PROGRAM  
Memorial Weekend through Labor Day Weekend**

**PROGRAM**

Dickinson County encourages the use of volunteers to serve as "Campground Hosts" at Lake Antoine Park. This type of program has been successful with many park systems, as well as in Michigan State Forest Campgrounds.

The Campgrounds Host Program was developed in order to increase the level and quality of service that visitors and campers receive. Hospitality is the most important function of our Hosts. They extend a warm welcome, maintain a friendly presence in the campgrounds, and provide answers to questions regarding park activities, local attractions, and loan campers forgotten equipment. Hosts contribute their volunteer services with the goal of assuring our visitors a comfortable enjoyable stay and enhancing the quality of their outdoor recreation experience.

Campgrounds Hosts have come to be viewed by campers as standard amenities in our campgrounds, rather than extra attractions. Our Hosts are friendly, responsible, experienced, campers who provide valuable assistance to our park employees, and important services to our campers, while enjoying free camping for extended periods within our campground.

The Courthouse, Grounds & Park Director is the County employee who is responsible for overseeing the Volunteer Campgrounds Host Program within the Lake Antoine Park campground. The Courthouse, Grounds & Park Director is responsible for completing an evaluation at the end of the Host's service schedule.

## **PROCEDURE**

### **Number of Hosts:**

The campground will be limited to one Host at a time. If the Courthouse, Grounds & Park Director wishes to have simultaneous Hosts, he/she should submit a written request (with copies to the immediate supervisor), with justification, to the County Controller/Administrator. Prior approval is required.

### **Timetables:**

Campground Hosts are normally scheduled between May 1 and September 30. At other times of the year, the Courthouse, Grounds & Park Director may assign Campground Hosts based upon Host availability and the needs of the park.

### **Priority and Selection:**

Applications are accepted year-round. Applicants must be at least 18 years of age. Campground Hosts are selected from those who submit proper applications until existing vacancies are filled. The Courthouse, Grounds & Park Director will conduct interviews. Positions should be filled, in a timely manner. The Courthouse, Grounds & Park Director must also notify unsuccessful applicants.

Campground Host positions are not recurrent from year to year. Current Hosts should inform the Courthouse, Grounds & Park Director of their interest in returning, and submit completed Host Applications for the upcoming year.

### **Length of Service**

Campground Hosts must serve for a minimum period of four consecutive weeks. There is no current time limit a Campground Host can serve per within the camping season or seasons. The Campground Host program will run from Memorial Weekend through Labor Day Weekend.

### **Scheduling:**

Being a Campground Host represents a major commitment of time to a particular park unit. Campground Host on-duty hours should be mutually agreed upon by the Host and the Courthouse, Grounds & Park Director conducting the Host Program. Each person who serves as a Campground Host should contribute a minimum of 20 hours per week. If a couple is assigned as a team, then the team must provide at least 20 hours of service per week.

Hosts are required to provide services for a minimum of five days of each week, including weekends and holidays. They may be off duty two weekdays. Off-duty hours should be arranged in blocks to the greatest extent possible. Additional days off and other changes in scheduling will be subject to the Park Superintendent's approval.

Hosts may not be scheduled to relieve paid employees on breaks or scheduled to perform job tasks normally assigned to paid employees.

### **Host Equipment:**

Campground Hosts must provide their own camping unit, equipment, and personal items.

The Courthouse, Grounds & Park Director should provide Hosts with all of the equipment and materials necessary to perform the services they have been assigned. All equipment must be returned to the Courthouse, Grounds & Park Director upon completion of the assignment, or other termination.

### **Campsite:**

The Courthouse, Grounds & Park Director has the authority to select the site and facilities to be used by the Campground Host. The site must be in a highly visible area, such as close to the campground entrance or across from a campground restroom building. The Campground Host site should not be located on a priority site such as on a lakeshore.

The Host campsite must be kept neat and clean at all times. No storage buildings, structures, or other items can be stored on the Host campsite that would give the appearance of a semi-permanent or permanent dwelling.

The Courthouse, Grounds & Park Director will provide the Host campsite with the following:

1. "Campground Host" Sign.
2. Bulletin Board or Eraser Board.
3. First-Aid Kit.

### **Visitors to Host's Campsite:**

Guest visits and lengths of stay should be responsible so as not to interfere with the Host's duties. The only person who may reside on the Host campsite long-term (more than 3 days), are the people listed on the application. Hosts, like all campers, must adhere to camping policies and procedures regarding shelters, vehicles, and campers.

### **Uniforms**

All Campground Hosts shall be provided with a Volunteer Campground Host vest, hat and/or T-shirt from the Park's Office.

The hat or uniform shirt must be worn at all time while on duty.

### **Duties and Required Activities:**

Campground Host duties will supplement the park staff in assisting and directing visitors to a campsite, explaining camping fees, assisting with camping activities, assisting with maintenance, supplying visitor information, and similar tasks. Ideally, the Host(s) should attend a general orientation.

A copy of the Host Policy and the Park Rules and Regulations will be provided to Campground Hosts. Hosts are expected to become familiar with rules and policies, and to comply with them.

Hosts should not be regularly scheduled to assume routine staff responsibilities.

### **Required Activities:**

Campground Hosts must provide the following activities:

1. Daily walk of campground
2. Loan of equipment
3. Check bathrooms for cleanliness
4. Post host's schedule or In/Out sign
5. Approximately 20 service hours per week contributed

### **Liability:**

While a volunteer is serving in the capacity of a Campground Host, he/she has the same immunity from civil liability as a county employee and shall be treated in the same manner as an employee under section 8 of Act No. 170 of the Public Acts of 1964, being section 691.1408 of the Michigan Compiled Laws,

### **Worker's Compensation**

Cases will be reviewed on an individual basis. At the time of an injury/accident, volunteers must notify the Courthouse, Grounds & Park Director who will notify the County Controller Administrator and file accident report.

### **Prohibited Acts:**

1. Campground Hosts will not collect money unless authorized by the Courthouse, Grounds & Park Director. Under no circumstances will Hosts be allowed to collect camping fees.
2. Campground Hosts will take no law enforcement measures. Infractions of park rules and policies will be reported to the Courthouse, Grounds & Park Director and/or local law enforcement.
3. Personal gifts and gratuities will not be accepted.

### **Termination and Evaluation:**

When a Campground Host has completed the agreed upon period of service, the Host and the Courthouse, Grounds & Park Director will complete Exit Evaluation. These forms are available from the Courthouse, Grounds & Park Director and should be completed and returned to the Courthouse, Grounds & Park Director by October 1.

All equipment and specified uniform items must be returned to the park when the volunteer assignment has ended.

# **DICKINSON COUNTY PARKS AND RECREATION**

## **CAMPGROUND HOST INFORMATION**

### **VOLUNTEER CAMPGROUND HOST**

Do you enjoy helping people? Have talents and interests you'd like to share? Are you concerned about our county's natural resources? If so, the Dickinson County's Lake Antoine Park needs your enthusiasm and skills. We invite you to participate in our Volunteer Campground Host Program. Campground Host opportunities are available at Lake Antoine Park that offer family and group camping.

### **HOST BENEFITS**

A Campground Host is a volunteer. An attractive benefit to a Host is free camping while providing volunteer services within the campground. Also, you have the experience of living in Dickinson County's beautiful natural and historic area. You can provide Host services as an individual or operate as a team such as spouses/families. The schedules of our Volunteer Hosts allow them ample time to enjoy recreational activities with friends and family members.

Hosts will have the opportunity to meet people from all walks of life and perhaps develop new friendships. One of the most important benefits Hosts receive is a sense of satisfaction that comes in knowing you have helped make the camping experience more enjoyable for other campers.

### **HOST CAMPERS**

The primary responsibility of a Campground Host is to assist campers by answering questions and explaining rules in a pleasant and helpful manner. As a representative of Dickinson County's Lake Antoine Park, the Volunteer Campground Host will provide the following kinds of services:

- Greet New Campers.
- Distribute interpretive information.
- Answer questions about the local area.
- Perform other services depending on your capabilities and the campground needs.

Volunteer Campground Hosts take no law enforcement measures other than being observant and notifying park staff of problems. Our Volunteer Hosts are easily recognizable by their vests, shirts, hats and/or name tags.

## **SELECTION**

Volunteer Campground Hosts are selected by the Courthouse, Grounds & Park Director. The County Controller/Administrator may require an interview or request additional information on prospective volunteers. Selection is based on familiarity with the Dickinson County, camping experience, special skills, availability, knowledge of the surrounding area, and needs of the park.

## **HOW TO APPLY**

Just fill out the application form and mail it directly to the Courthouse, Grounds & Park Director, and PO Box 609, Iron Mountain, MI 49801. Applications are available from the Dickinson County Controller's Office. Applications are accepted year-round until all vacancies are filled.

**DICKINSON COUNTY LAKE ANTOINE PARK  
VOLUNTEER CAMPGROUND HOST APPLICATION**

Applicant's Name			Co-Applicant's Name			Date
Address			Address			
City	State	Zip	City	State	Zip	
		Yes/No			Yes/No	
Telephone No.	Birthdate	Retired?	Telephone No.	Birthdate	Retired?	
Occupation (current or past)			Occupation (current or past)			
Driver's License Number			Driver's License Number			

List all names of family members who will reside full-time on the campsite:

---

Will any pets reside with you?    Yes    No                      If so, what kind and how many?    Dogs    Cats    Other  
 What kind of camping equipment would you use:    Tent    Trailer/Camper    Motor Home    Length of Unit \_\_\_\_\_  
 Would you be willing to host in a rustic campground?    Yes    No

What time period would you be available to host: \_\_\_\_\_

Have you served as a Volunteer Host before?    Yes    No                      If so, where and date served? \_\_\_\_\_

Please list two personal references:

Name	Address	Telephone Number
------	---------	------------------

Name	Address	Telephone Number
------	---------	------------------

What special interests/talents to you have? \_\_\_\_\_

In case of Emergency, please provide the following information: Person (not living with you) to be notified:

Name	Phone Number
------	--------------

I understand that all the information I have willfully provided on this application is required under the authority of Dickinson County for the safety and wellbeing of all persons who utilize Lake Antoine campground facilities and that this information will become public record. I also understand that once I have accepted a Host assignment, I will provide a reasonable amount of notice should I/we need to leave. I certify that this information is complete and true. I agree to perform the minimum required activities.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

## YOUR PROFESSIONAL IMAGE

TARGET OUTCOME: Host will understand the importance of projecting a professional image to the public, which is courteous, respectful, and helpful at all times.

As a Parks volunteer, you are a member of a team responsible for delivering quality service to visitors of Lake Antoine Park. Whether you are providing information, assistance, or cleaning an area, you should always be courteous, respectful and helpful. Your manner and behavior projects an image, not only of yourself, but also of other employees AND the Parks as a whole. Remember who you are and what you do really does count!

1. **Greet people with a smile.** Greet our visitors, your fellow workers, or your supervisor promptly. Do not keep them waiting. Frowns can raise barriers that may never break down.
2. **Give everyone your undivided attention.** Being a good listener will help your cause. Be interested in what people say,
3. **Never argue.** Discuss matters in a well-modulated voice. You do not have to shout to be heard. Speak clearly so people understand you.
4. **Never jump to conclusions.** Get and understand the facts before you decide what to do.
5. **Don't be afraid to say, "I don't know."** Never guess. If you don't know, say so. Find the answer and get back to the visitor in a timely manner.
6. **Set a good example at all times.**
7. **Use tact in refusing requests you cannot grant.** Never say "you can't do it". Suggest an alternate course if possible,
8. **Accept public complaints and criticism constructively.** If they are well founded, write them down and submit them to your supervisor. Pass on compliments as well!
9. **Be helpful.** Your job is public service. Remember, you are providing a product to the public they have already paid for.
10. **Treat all park visitors honestly and fairly.** Do not become involved personally in any way with park visitors. Keep in mind you are being watched and observed by other visitors at all times,
11. **Never accept "tips" or "gifts" no matter how small or how well intended they may be.**
12. **Under no circumstances enter a tent, trailer, or car to visit.** Do not visit campers or picnickers except as duty requires.
13. **Do not smoke while engaged in conversation with a park visitor.** Try to select a location to smoke that is out of direct view of the public.
14. **Do not express your personal opinions as department fact.**

**DICKINSON COUNTY  
LAKE ANTOINE PARK  
CAMPGROUND HOST  
INFORMATION**



# VOLUNTEER RELEASE AND WAIVER OF LIABILITY

**Please read carefully! This is a legal document that affects your legal rights!**

The Dickinson County Board of Commissioners encourages and supports volunteers. As a volunteer, I have an important role in providing services and programs to the public.

I want to work as a volunteer for the Dickinson County Board of Commissioners which appoints people like me to serve and to help Dickinson County. While I am serving as a volunteer, **I have the same immunity from civil liability under Michigan law as an employee of Dickinson County.** After becoming a volunteer, Dickinson County will provide me with support, supervision, training, and supplies for me to accomplish my assigned tasks.

Therefore, I do freely, voluntarily, and without duress, execute this Release and acknowledge the following terms:

- 1. Waiver and Release.** I hereby release, waive, discharge and covenant not to sue Dickinson County, its departments, officers, employees and agents, from any and all liability to me, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in my death in reference to the activities authorized in my work as a volunteer. I hereby covenant and agree to indemnify and save harmless, Dickinson County, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to the activities authorized in my work as a volunteer.
- 2. Medical treatment.** I release and discharge Dickinson County from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me. I understand that I may not be entitled to workers' compensation.
- 3. Assumption of risk.** I understand that my work for Dickinson County may include activities that may be hazardous. I assume the risk of injury or harm in those activities I choose to do and release Dickinson County from all liability for injury, illness, death, or property damage occurring from my work for Dickinson County.
- 4. Insurance.** Dickinson County does not have responsibility for providing any health, medical or disability insurance coverage for me.
- 5. Photographic release.** I grant to Dickinson County the right to use photographic images and video or audio recordings of me that are made by Menominee County or others during my work assignment for Dickinson County, including royalties, proceeds or other benefits from use of the photographs or recordings.
- 6. Copyright laws.** I understand that showing videos in public that are intended for home viewing is prohibited under the U.S. copyright laws.
- 7. Background check.** I understand that a criminal history check may be obtained prior to my appointment as a volunteer. By signing this agreement I agree to a criminal history check and agree to provide Dickinson County with my birth date.
- 8. Discrimination laws.** I agree to follow Dickinson County's policy along with state and federal laws that forbid discrimination in employment, education, housing, public accommodation, law enforcement or public service based on a person's religion, race, color, national origin, age, sex, marital status, height, weight, or disability.
- 9. In-kind service.** Dickinson County is eligible for some grants that require us to match the dollars received from the grant. Many of these grants allow us to use in-kind services as a portion of this match instead of actual dollars. Your volunteer time may be used as an in-kind service to help us earn our match for some grants from federal or other sources. By signing this form, you consent to the use of your volunteer time as a possible in-kind match for grants received by Dickinson County.
- 10. Other.** I agree that this Release is intended to be as broad and inclusive as permitted by the laws of Michigan and that this Release is governed by and will be interpreted according to the laws of Michigan. I understand that should any part of this Release be ruled invalid by a court, the other parts will remain valid and continue to be in effect.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_