

# Town of Limington

## Limington Recreation Department

### Job Description- RV Host

**This document describes the duties and responsibilities of the Seasonal RV Host position with the Town of Limington, Maine and is applicable to the period of May 18th through September 8th. Your signature commits you to the season- it is a stipend position**

Compensation includes the following:

- *RV Site, electricity, water and sewerage connections (valued at \$2500.00).*
- *\$2,500 stipend for the season. First payment 15 days after arrival (\$1000), and second payment 45 days after the first payment (\$500). The third and final payment of \$1,000 paid at the completion of the season.*
- *Option for additional hourly position as beach attendant, but not a requirement*

*Two 24 hours days off a week, days at your discretion, the exceptions being weekends, and the three-day Holiday weekends. Days off can be consecutive but you must coordinate with the part-time attendant(s) to insure coverage. The biggest responsibility of this position is keeping an eye on the beach after hours, so if there is a night you will not be spending at the beach, this must be communicated and approved by the recreation director in advance. Departure time after contract enddate is at your discretion, power and water will be supplied through September 30. Use of alcohol and/or drugs on site is prohibited and is grounds for immediate expulsion/dismissal. Smoking rules apply to you as well as visitors.*

#### Overview of working environment

You are taking on the role of beach host for a local town beach. There are no other RV's or campers, or camp sites. The beach operates 7 days a week from 9AM to 6PM with staff, but the public is allowed to utilize the beach from sunup to sundown. You will have 2 or 3 seasonal attendants working at the beach daily. You will aid the recreation director in scheduling the attendant(s) as needed and additional aid in their daily tasks. The attendant(s) will work in the Attendant's booth in the parking lot and handle all cash transactions, and/or down on the beach front. As are RV host you are there to primarily keep an eye on the beach after hours, but also greet and help visitors, aid in the general cleaning and maintenance of the beach area, and to help the beach staff and recreation director as needed. If you are not going to be at your RV site after hours, this must be communicated to the recreation director ahead of time.

#### Camp Host Job Description/Responsibilities for Moy Mo Da Yo Recreational Area

1. Live on site in recreational vehicle/camper.
2. Responsible for after-hours observation of the beach- the beach is open to the public until sundown, so please inform anyone that tries to come down that the beach is closed, and/or call the state police if needed. You are not to participate in any risky activity- if you do not feel comfortable please call the state police and report the issue to the recreation director.
3. Security gate: Unlock gate at 9:00am, and close and lock gate at 6:00pm. At least 15 minutes prior to locking up the park for the night, remind guests that the lower parking lot is closing.

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4. Greet all guests in a friendly manner and provide information about the facilities and park rules as necessary. Pleasantly remind guests of the rules should an infraction occur.
5. Inspect boats, trailers, motors/propellers, and jet skis for visible plant materials prior to launching. There is no charge for using the public boat launch.
6. Help point visitors to beach staff that can assist with canoe and kayak rental program. This includes collecting the fee, having guests sign the liability form, unlocking the canoes, providing life vests, locking the canoes up and putting the life vests in the storage shed at the close of the day. Guest are now required to pay a \$5 refundable deposit to insure that they put the canoe/kayak back on the rack, failure to do so results in forfeiture of this deposit.
7. Sign out recreational equipment (tennis rackets, volley ball, Frisbee, horseshoes, etc.) as patrons request it, and ensure that all equipment is returned and in good condition after use.
8. Park cleanliness: Assist beach staff with:
  - a. Daily (twice daily when busy) patrol of beach and picnic areas, parking lot, etc. for trash and debris.
  - b. Weekly, remove cigarette butts from “butt buckets” in smoking area.
  - c. Daily, inspect and sweep out changing rooms as needed. Ensure that the diaper changing station in the large changing room is clean and stocked with disposable changing pads. Empty trash receptacle as needed.
  - d. Daily, sweep outhouse floors. Wipe down toilet seats with germicidal wipes or other appropriate cleaner. This includes the two outhouses near the parking lot, as well as the port-a-potty located near the changing rooms. Ensure that toilet paper and hand sanitizer is stocked in the outhouses (port-a-potty is contractor responsibility).
  - e. Daily, check charcoal grills. Clean out any ashes left in the grills. Weekly rake around the grills to remove any flammable debris such as sticks, pine cones, etc.
  - f. Check trash cans and recycling containers regularly; empty and change bags as needed. Occasionally, trash cans should be cleaned with either a bleach and water solution or an ammonia and water solution to prevent foul odors.
9. The port-a-potty is maintained under contract. Monitor provider’s compliance; report any issues to area supervisor.
10. Be observant for activities within the campground requiring immediate attention - ranging from a tree needing to be trimmed to a problem visitor. Notify the beach staff (and/or state police if necessary) as these problems arise.
11. Monitor guests’ behavior on the swim float. If swimmers are roughhousing, pushing one another off, etc. warn parents to address issue. If behavior continues, ask involved parties to come in off the float. A bullhorn with siren is provided.
12. Collect items left at the park and maintain a “lost & found” box.
13. Assist with Light maintenance and small project work, such as painting, repairs, light carpentry, etc.
14. Move all trash to the dumpster.

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15. Lower the flag during inclement weather.
16. Rake the beach as needed to keep the sand smooth and clean.
17. Report to beach staff and recreation director and/or complete an incident report for any occasion the police or emergency personnel are called to the area.
18. Help set up and tear down the area at the beginning and end of the season. Work involves moving picnic tables, raking, moving floating docks, setting up and tearing down the swimming docks, installation and removal of swim lines, volleyball net, grills (which must be cleaned before storing for the winter).
19. Assist with scheduling beach and parking lot attendants and monitoring weather and closing do to weather. Staff will look to you for scheduling changes.

#### Personal Visitor Policy for RV Hosts:

- Personal visitors are not allowed during your working hours, if you choose to work as an hourly beach attendant. Personal visitors are defined as friends or family members who want to visit with you at your home.
- RV Host visitors on your day(s) off may park at no charge (1 car limit) and use the beach only. Personal visitors desiring to rent a canoe or kayak may do so at the normal rate.
- Personal visitors are expected to abide by all applicable park rules, including using the smoking area and no alcoholic beverages.
- Personal visitors must park in the general parking lot unless displaying a handicap placard or vehicle plate.
- Family members and personal friends wanting to use the recreational area during your working hours will pay the same rate as other beach users. Violation of this policy will not be tolerated.

#### Reporting structure:

- You report to the Recreation Director

### **Job Qualifications for RV Hosts**

#### **Minimum Requirements:**

1. Must pass criminal background check required for all employees
2. Must be able to lift 40 pounds and meet the other physical requirements as described in the Job Description.
3. Must have experience working with the public
4. RV must be a hard sided trailer or self powered unit.
5. **You must carry your own liability insurance and provide a copy of the certificate to the town with your application.**
6. Must be able to enforce the rules of the park in a positive manner.
7. You must be clean-spoken, foul language is not consistent with park atmosphere.

#### **Preferred but flexible on these:**

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1. Similar work experience in the past three years
2. Some family ties to Maine
3. Outdoors enthusiasts
4. Experienced RV campers with equipment that is no older than 10 years.
5. Basic property maintenance and carpentry skills preferred

The following information is included per IRS rules on lodging/compensation (irc1.119(b)):  
***In order to properly perform your duties, you are required to accept employer provided accommodations as defined elsewhere in this agreement. The value of the accommodations will not be included in your gross income.***

Note: Your camper should be on site by the 10<sup>th</sup> of May to insure that it is operational and ready for you to move in per the above schedule. You will be expected to participate in the opening workday, whenever it is scheduled, as part of your contract obligation.

If you agree to all of the above, please sign and return a copy of this letter by fax or mail no later than \_\_\_\_\_.

We accept the arrangements outlined above and agree to perform the listed duties.

**Names:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted for the Town of Limington:**

**Selectman:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Selectman:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Selectman:** \_\_\_\_\_ **Date:** \_\_\_\_\_