

DUTY STATEMENT  
CENTRAL VALLEY DISTRICT/ CALAVERAS SECTOR  
CAMPGROUND HOST  
INDIAN GRINDING ROCK STATE HISTORIC PARK

**Camp Host**

The reporting location for this position is:

Indian Grinding Rock State Historic Park Campsite #2  
14881 Pine Grove-Volcano Road  
Pine Grove, CA 95665  
(209) 296-7488

The camp host position at Indian Grinding Rock State Historic Park (IGR) is a six month, non-paid, position from mid May through mid October. The camp host works under the direction of the Supervising Ranger, and is directed in his or her daily duties by State Park Rangers and the Maintenance Worker 1. The reporting location is your assigned campsite at IGR. The camp host(s) will work various schedules depending on the level of visitation in the campground, and the needs of the campground operation. When the camp host is assigned to an open campground, he or she will spend five days and nights of every week in the park; days off will be non-holiday weekdays. During that time, he or she will work 25 hours per week on assigned tasks. The camp host is responsible for the following duties:

**80% Visitor Information and Assistance**

The camp host(s) provides information to the public about rules and regulations, park activities, campground ethics, and other information as necessary. He or she reports violations, emergencies, potential problems, safety hazards, and any maintenance needs to the appropriate staff. The camp host(s) will also sell firewood, make change for the coin operated showers and camping, perform camp checks and collect fees from campers when necessary. He or she will assist the Ranger staff in collection of the shower money from the showers, kiosk operations and other duties as required in the park. The camp host(s) coordinates with park staff to ensure a high quality experience for the visitors.

**10% Housekeeping and Maintenance**

The camp host will check the restrooms and other park facilities on a daily basis a minimum of two times per day. The camp host will perform light cleaning duties such as trash pick-up, dusting, replacing toilet paper and sweeping floors. The camp host(s) will also perform light painting of facilities and fences; make adjustments to hasps, hinges, and locks using common tools. All repairs requiring special skills or tools will be reported to the appropriate staff member.

The camp host will ensure the camp sites are ready for incoming visitors by cleaning up trash, raking leaves, cleaning out the fire pit, and ensuring any necessary repairs are reported to the appropriate staff member. All camp sites will be checked once daily when park is slow and at least twice daily when park is busy.

**5% Accountability**

The camp host(s) will accurately account for all money collected, maintain accountability reports, count the shower money removed from the pay showers, and maintain a change fund. The camp host will be responsible to account for all supplies, equipment, and money used in the performance of his or her duties.

**5% Radio Usage and Emergencies**

The camp host(s) will respond appropriately to emergency situations. The camp host(s) will call for additional resources by phone or radio; report problems as needed.

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Camp Host Signature and Date

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Supervising Ranger and Date

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**Necessary Qualifications for Camp Host**

Ability to:

- Walk up to one mile on hilly terrain without mechanical assistance
- Lift 30 pounds to waist height
- Communicate effectively with park visitors and park staff
- Have good flexibility allowing you to bend over, stand up, crouch, and twist at the waist

**General Campground Work Assignments**

Daily	Check restrooms and showers for cleanliness; clean as necessary Check campsites for cleanliness, clean as necessary Make minor repairs Collect fees from new, unregistered campers Register new campers; perform camp checks to see if "due outs" have left Provide updated camp check to museum staff Inform visitors of rules and regulations Assist visitors with campsite selection, purchasing firewood, change for showers Provide information about activities in the park and the surrounding area Provide directions to stores, service stations, hospitals, etc Check general fitness of campground for public use; report any hazards to staff Pick up trash as needed Check park for hazards, vandalism, illegal camping, and general fitness for public use Check and clean restrooms at Museum daily Assist museum staff as needed; perform sales in sales area of museum Assist maintenance staff when requested Submit any other daily paperwork Help with attendance reporting
Weekly	Empty pay shower vaults, count quarters, roll quarters and submit to museum for deposit Restock restroom supplies (may be sooner than weekly) Rake debris from campsites as necessary Clean out fire rings as necessary Submit any weekly paperwork as necessary Walk different area of park and pick up trash, check for hazards, illegal camping, vandalism and general fitness of the park for public use
Monthly	Turn in timesheet to museum staff for recording of hours Submit any monthly paperwork as necessary

The work schedule is reasonably flexible as long as the park visitor's needs are met. Helping the park visitor with camping is your primary mission.

If you like performing interpretation and wish to get involved in Junior Rangers, park tours or Saturday night Campfire programs please let the Ranger staff know. We will help you develop a program and teach you to use any associated equipment for the program. Any interpretation hours worked applies towards your weekly requirement.

Due to liability issues, the camp host(s) is not allowed to operate any power equipment.