



City of Seward

Volunteer Campground Host Responsibilities and Duties

General Statement:

Volunteer campground hosts are the on-site representatives for the City of Seward Parks and Recreation Department. Their primary role is to provide visitors with information, assistance and service. It is important that hosts are knowledgeable about the City's Parks and Recreation facilities & operations, and the Seward community. Hosts are expected to be courteous and professional. If situations/problems arise, it is not the host's responsibility to be an enforcer, however thorough investigation help staff tremendously.



Seward and Surrounding Areas:

- Familiarize yourself with Points of Interest in the Seward Area such as:
 - Sealife Center
 - Train Depot
 - Senior Center
 - Distances to locations
 - Post Office
 - Cemeteries
 - Boat Harbor
 - Charter Services
 - Hiking/Biking Trails
 - Bulletin boards
 - Hospital/Clinic
 - Restaurants
 - Library/Museum
 - Downtown stores
 - The shuttle stops
 - City Hall/Police Station
 - Parks and Picnic Areas
 - Tour Boats
- Familiarize yourself with Seward Area Events such as:
 - Halibut Tournament
 - Bear Bell Run
 - Pink Cheeks Race
 - Thank our Troops
 - Silver Salmon Derby
 - Mermaid Festival
 - Music and Arts Festival
 - Fishing Rules and Regulations
 - Mt Marathon Race
 - Exit Glacier Race
 - 4th of July Activities

Hosts Responsibilities: (but not limited to)

- Hosts will be assigned a site
- Hosts sites will be kept neat and orderly
- Hosts will be issued a hat and a vest to wear while on duty (must be returned upon departure)
- Host will monitor their campsite "Host In/Out" as needed
- Hosts will be allowed a stipend of \$2 a day per person, (maximum 2 person), for a shower expense. An invoice shall be submitted to the City Parks and Recreation Department monthly.
- Create a positive work environment between volunteers. Communication is key.
- Conducting business, such as selling items/products or performing services for pay within the City campgrounds is not allowed except if a permit is issued by the City Clerk and in a designated vendor site.
- Host shall volunteer for at least one City of Seward Parks and Recreation events.
 - Pink Cheeks Race – May 4
 - Exit Glacier Race – May 18
 - Bear Bell Run - June 7

Hosts Duties: (but not limited to)

- Main duty is to provide public information to visitors
- Familiarize yourself with the all campsites/campgrounds offered by the City
- Assist visitors with locating a campsite
- Assist visitors with the registration process for a campsite
- Hosts are encouraged to walk through the campgrounds, to maximize their public contact
- Hosts will maintain an alcohol free campsite, as per campgrounds regulations and City Ordinance.
- Host will advise visitors of rules and regulations, but shall call Park staff (907) 224-4055 to settle disputes or interpret park policy.
- Hosts will maintain contact with park staff as needed, and will advise of any maintenance problems, vandalism, complaints or illegal camping.
- Host assigned to check a restroom facility will perform a spot check between assigned hours and record any maintenance or other issues.
- Report illegal activity and emergencies to Seward Police at (907) 224-3338.

Gatherings:

- **Host orientation Thursday May 23, 10am at Branson Pavilion.**
- **Host Mid-Summer Appreciation lunch Thursday, July 25, noon, Branson Pavilion**
- **Host end of the season Appreciation gathering and debriefing, date and time to be announced.**

Information for Hosts:

- Only 12 H permits will be issued each summer, 5 in the utility sites and 7 in dry camping sites. H-Permits sites will be issued for designated sites only. These sites will not include sites along the waterfront.
- Campers are only allowed to stay in one site for no more than 14 day, after 14 days they are required to move to a different campground.
- Host are required to pay to use the dump station.
- Host are not allowed to save sites or place a tent/trailer on a site for the purpose of saving for others. If caught doing such an act the contract agreement between the city and Host will be terminated.
- INCENTIVE: The City of Seward compensates campground hosts \$2 a day per person, up to 2 people, for hosting. Payment is made at the end of each month upon a receipt of invoice from the host. There will be a \$50 incentive for those hosts that choose to submit a single invoice for the whole summer.

In Closing:

As a campground host you are the first point of contact for most of the visitors to the City of Seward Parks and Recreation Department Campgrounds. The Parks and Recreation staff would like to sincerely thank you for your time and efforts in welcoming visitors and offering assistance to those wishing to stay in our campgrounds. Don't hesitate to contact us with any questions or concerns that may arise of the course of your stay.

