

VOLUNTEER WORKAMPER APPLICATION



PERSONAL INFORMATION

Name: _____
Last First Middle

Email: _____ Telephone #: () _____

Are you at least 25 years of age: ____Yes ____No Arrival Date: _____

RV Type (MH, 5th Wheel, TT) & Length: _____ Departure Date: _____

EMPLOYMENT REFERENCES FOR MOST RECENT 5-YEAR WORK HISTORY

(Briefly describe specific job duties. Indicate whether you held supervisory responsibilities, whether you worked independently or under close supervision. A resume should be attached ONLY as additional information. If retired, please complete questions for final 5 years of employment.)

1. Current or last employer: _____

Address: _____

Phone: () _____ Dates of Employment: _____ until _____

Job Title: _____ Immediate Supervisor/Title: _____

Detail of Duties: _____

2. Previous employer: _____

Address: _____

Phone: _____ Dates of Employment: _____

Job Title: _____ Immediate Supervisor/Title: _____

Detail of Duties: _____

3. Previous employer: _____

Address: _____

Phone: () _____ Dates of Employment: _____ until _____

Job Title: _____ Immediate Supervisor/Title: _____

Detail of Duties: _____

REFERENCES FOR PREVIOUS VOLUNTEER SERVICE

(Briefly describe any volunteer service which you have rendered, and the assignments you performed. Start with examples that are most similar or relevant to the position currently being requested.)

1. Agency Name: _____

Agency Address: _____

Phone: () _____ Dates of Service: _____ until _____

Detail of Duties: _____

2. Agency Name: _____

Agency Address: _____

Phone: () _____ Dates of Service: _____ until _____

Detail of Duties: _____

3. Agency Name: _____

Agency Address: _____

Phone: () _____ Dates of Service: _____ until _____

Detail of Duties: _____

CHARACTER REFERENCES

1. Reference Name: _____

Address: _____

Phone: _____ Years Known: _____

2. Reference Name: _____

Address: _____

Phone: _____ Years Known: _____

3. Reference Name: _____

Address: _____

Phone: _____ Years Known: _____

Questions

1. Please describe your experience with extended periods of camping.

2. Please describe any other skills or interests you have that would be useful in a Campground setting. (Examples: public speaking, catering, retail/sales, campfire programs, plant and wildlife identification, golf cart/vehicle maintenance, recreational programming, special events programming, plumbing, electrical wiring, carpentry, first aid, etc...)

3. Have you been convicted for violation of any Federal, State or local law? (Do not include minor traffic violations with fines of less than \$50.00) ___Yes ___No

If yes, give the reason date and place of conviction: _____

Are there any charges currently pending against you? ___ Yes ___ No

Workamping Information Packet

Thank you for your interest in the River's End Campground Volunteer Workamper Program! Tybee Island is located at the end of a scenic, 16-mile drive from the historic district of Savannah, GA, and accessible to travelers and "snowbirds" from area interstates. 'The beach' is a short hike from the campground. Tybee Island offers almost three miles of beaches, and we pride ourselves on easy access to the natural world, as well as close proximity to vast amounts of cultural history. Each affords an opportunity to be an active or passive participant in the park/island experience. Tybee is a unique island community offering an eclectic variety of art, culture, outdoor pursuits, and a slice of Americana not found many other places. Tybee Island is a perfect place for visitors to learn, relax, 'stretch', explore, & appreciate. Our campers enjoy living in folklore, while immersed in everyday grandeur of possibility and wondrous opportunity. That's where you enter the picture!

This program enables us to meet the expectations of each customer. It will be an experience you will remember for years to come. Are you ready? A task somewhere is waiting to be done! We offer varied opportunities for volunteers to enrich their lives while enriching the lives of others. We hope this is a program that you cannot resist!

PURPOSE

To provide the River's End Campground with knowledgeable and responsible volunteers to assist in achieving our mission. **At River's End, our goal is to provide an optimal experience to each guest- every single day.** Specifically, our volunteers provide operational and facility support to guests in order to enhance the overall park experience. In addition, this program could include an opportunity to apply, learn, or fine tune your interpretive skills, special event coordination, and/or educational leadership.



Workamper Agreement:

I understand that by signing this document, I am acknowledging the following:

(Please initial)

_____ I have been provided a copy of the documented policies & expectations associated with the Workamper position at River's End Campground,

_____ I have read each of them, and understand the policies, as well as what is expected of me while serving as a Workamper at River's End Campground,

_____ I agree to abide by these policies, as defined herein,

_____ I understand that I am a representative of River's End Campground & RV Park while serving as a Workamper, and as such will be expected to conduct myself in such a manner as to promote trust, competency, and professionalism,

_____ I understand that if I do not comply with these policies, as defined- and if I conduct myself in a manner that reflects poorly on the campground, I may be asked to leave,

_____ I also understand that when my service at River's End Campground is final, that I will remove all of my belongings, and will leave my site in a clean, safe, and as good (if not better) shape as upon my arrival,

_____ I also recognize that from time to time, 'things don't work out' & am aware of what is expected at that time, and agree to comply with the defined expectations,

_____ I have been notified that upon dismissal, a Workamper is not welcomed back into the park for a period of time that will be defined on a case-by-case basis by the Campground Manager,

_____ I am aware that if I am visited in the campground by a Workamper, or employee that has been dismissed by the Campground Manager, I may be asked to depart, as well so as not to introduce animosity, stress, or strife among the staff that could permeate the workplace, and/or residential experience,

HOLD HARMLESS: I fully understand and agree to assume all risks involved in any and all duties that I perform in a volunteer capacity as a Workamper. I, including my heirs and successors, do hereby agree to hold the River's End Campground and the City of Tybee, and its officers and employees harmless for any injury(s), loss or damage which I might sustain during the course of my volunteer duties.

(Signature)

(Date)

Authorization for Release of Information



I certify that the information given below is true and understand that any falsification will result in the rejection of my application or termination of my contract. I also understand that the requested information below is for the sole purpose of conducting a background investigation which may include a MVR search and a check of any criminal history which may be in the files of any State or local criminal agency. **Information regarding age, sex or race will not be used as part of any decision.** A telephonic facsimile of this authorization shall be valid as the original.

Position: Campground Host **Department:** River's End Campground

Full Name (no nicknames): _____

Other Names (i.e., maiden, nicknames, alias): _____

Social Security #: _____ **Date of Birth:** _____ **Race:** _____ **Sex:** _____

List below all addresses for the last five years starting with the most current:

Street	City	State	Zip	County	Dates
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

(attach additional page if necessary)

Signature

Date

For Office Use Only

Please circle addresses from above to be checked: 1 2 3 4 5

(If none are circled, only the most current address will be checked)

Return results to: Jamey Rabun Phone #: 912-786-5518 Ex. 5016 Fax #: 912-786-4126

P.O. Box 988 –5 Fort Avenue, Tybee Island, GA 31328

(912)786-5518 – FAX (912) 786-4126

www.riversendcampground.com

HISTORY OF PARK

River's End Campground consists of 9 acres with 135 sites, a store that offers bagged ice, sundries, souvenirs, and propane dispensary, 2 Picnic Shelters consisting of one open air pavilion (6 capacity), a screened Group Shelter (40 capacity), and the largest swimming pool on the island. The park is located 'Where the River Meets the Sea' only about four blocks from the Savannah River and a few more blocks to 'the beach'. There is easy walking access to several fishing and crabbing spots from the only municipally-owned & operated campground in the state of Georgia- River's End. The City purchased the property in July of 2006 although the property has been operating as a campground in various capacities and service levels for over thirty years!

DEFINITION

A Workamper is someone who volunteers to contribute time and talent to our park without financial compensation, and has been enrolled in the City of Tybee Island's Volunteer Program through an application and interview selection process. Workampers are volunteers who agree to stay and camp onsite for a minimum of three months, not to exceed one year.

VOLUNTEER FUNCTIONS

Specific duties and responsibilities at River's End Campground will vary to meet the needs of the park and to match the interests and talents of the persons who apply. The Campground Manager, in conjunction with the Operations Supervisor & Office Manager is responsible for developing the Volunteer Program for the River's End Campground, and for interviewing and selecting the volunteers to work within the program.

A. Orientation and Information— Workampers may provide information to River's End Campground campers and visitors, update bulletin boards, lead interpretive tours, or explain rules and procedures to campers and visitors. They may offer information on upcoming programs, relate the history of the island, the park, or local historic sites and/or tourist attractions, or explain how the camper can best use and protect community and campground resources. Greet and assist all campers with a smile and friendly demeanor while also helping them with finding their campsite, giving directions, information, assisting with problems, notifying pertinent staff members in pertinent situations, etc.

B. Light Maintenance — Workampers will clean bathhouses and day use restrooms. Workampers will be responsible for the bathhouses that are open and the day use restrooms on a daily basis. The schedule will be arranged with Operations personnel and approved by the Campground Manager. A schedule will be provided by the Operations Supervisor as to frequency and intervals of service. Workampers will also assist with litter pick-up, help clean up an overgrown, or untidy campsite, install landscaping, construct a picnic table, install irrigation, build a trail, re-stain or paint bath houses and/or picnic tables, apply protective coating to decks, build fire rings, preserve artifacts, cut grass, prepare flower beds, or any number of other maintenance tasks to be done. Light maintenance jobs are limited only by lack of imagination.

C. Park Programming—Workampers possessing special knowledge of history, natural science, or other quality of life program may be asked to assist with interpretive and/or other organized programming. Special organizational and promotional talents may be needed for special events, and persons experienced in working with specific programming populations may be asked to help with existing programs, or asked to begin a new program or initiative.

D. Collection of Fees and Sales— Workampers may be assigned to register after-hours patrons, conduct security, register participants during on-site programming/events, and collect fees after-hours, assist with logistical demands of day-to-day operations, as well as implementation of onsite special events, and/or selling of tickets and merchandise.

CITY VEHICLE USE IS PROHIBITED/WORKAMPERS MAY ONLY USE PERSONAL VEHICLE

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Workampers may be authorized to drive City of Tybee Island golf carts as a part of their assigned duties **ONLY**. Workampers may only utilize their own vehicles. Only City employees are authorized to drive City vehicles. No workamper usage of City automobiles is permitted. City automobiles are defined as property-registered, plated automobiles with valid insurance used by employees during the performance of assigned duties. Property damage or personal injury liability claims from a third party arising out of a personal vehicle accident while completing volunteer duties will be covered by the volunteer insurance program.

APPEARANCE AND DEMEANOR OF WORKAMPERS

It is important that Workampers are hospitable towards all campers and park guests. Park-specific shirts or name tags are to be worn during assigned hours of service. Additional shirts, name tags, or other apparel may be purchased at a discounted rate.

SPECIAL TERMS & CONDITIONS FOR CAMPGROUND HOSTS

A. The Workamper shall maintain any assigned campsite in a clean and sanitary condition at all times. Outside structures and facilities will not be permitted. No dog pens, horse corrals, poultry cages, or similar facilities for pets or for the raising of animals will be allowed.

B. Pet Policy: Not to exceed 3 in total. No breeds recognized as hostile. Pets found to be aggressive will result in being asked to leave the park. Pets shall be kept under physical restraint at all times.

C. Each Workamper shall maintain nightly availability at the campground for a minimum of 2 nights per week, to include many (if not most) weekends and holidays. The schedule will be determined by the Operations Supervisor, in conjunction with the Workamper. By the nature of the position, Workampers often find themselves working independent of supervisory personnel, particularly during evening hours.

C. All Workampers will be scheduled for up to 30 hours of service per week/site for a minimum of twelve weeks (3 months). (For example, couples may contribute 15 hours each per week, or single hosts contribute the entire 30 hours per week.)

D. Workampers work various duties per need, per season, and per schedule. Occasionally demand may require extra hours in a given week. For these instances, Staff will provide time-off at a later date, when possible.

E. Workampers will hand out information pamphlets, copies of park rules and regulations, or other general information items to other campers as they enter the campground. They may assist campers via escorting campers to a campsite, answer questions by visitors, or issue plastic trash bags. Tact, diplomacy, and courtesy shall be exercised at all times in dealing with other campers and the public.

F. Workampers will report all disturbances to park staff. They shall not attempt to discipline or apprehend any park violators without assistance.

G. Workampers are encouraged and expected to keep written reports of complaints and criticism of park facilities, report situations that could affect the health and safety of campers, and report any maintenance items that need attention. They should maintain other written records as requested by City personnel.

H. Workampers shall not have firearms in their possession while in the park.

I. Workampers should conduct themselves in an orderly manner so as not to disrupt other campers or the visiting public. No alcoholic beverages shall be consumed while performing Workamper functions;

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nor shall the evidence of alcohol previously consumed be evident during scheduled service time. No use or possession of illegal drugs is allowed and will result in immediate dismissal.

J. Notification of absence or illness is expected to be provided to the Operations Supervisor prior to the scheduled time of service.

K. Overnight visits with the Workampers by dependents, relatives, and friends may be permitted by the Campground Manager on a case by case basis. An assigned campsite is specifically for use of the named Workamper only.

L. Workampers are expected to be problem solvers. The Campground Manager and staff expect to be informed of completed results, solutions found, as well as made aware of 'problems'.

M. If aware of a 'major' facility, infrastructural, or safety issue, notify Campground Manager or Operations Supervisor immediately.

N. Storage of personal property is limited to campsite only. No storage is permitted for Workampers anywhere other than campsite. No offsite storage permitted.

O. Upon the termination of volunteerism within the Campground, for any reason, or for no reason, and whether by action of the Campground Manager or action by the volunteer, volunteers will vacate the Campground within one (1) hour of termination. All personal belongings MUST be removed from campground property, and the campsite area must be left clean and in good repair upon departure.

P. Vehicle Policy: Each Workamper campsite is allotted one vehicle ONLY.

NO WORKER'S COMPENSATION PROVIDED

As volunteers, Workampers are not employees. Their volunteered services are accepted by the River's End Campground as a donation or gift to the City of Tybee Island. The structuring of the Volunteer Program is to make the acceptance of donated services as beneficial to the users of the facilities as possible, and to enhance the quality of the camper's experience. Similarly, the assignment of hours of service and of duties is to allocate opportunities among the Volunteer corps and is not meant to exercise control or direction over the Volunteers. Injuries a Volunteer may suffer including death or dismemberment, while participating in the Volunteer Program are not covered by Workers' Compensation.

VOLUNTEER INSURANCE FOR CAMPGROUND HOSTS

Insurance is provided at no cost to the Campground Host and includes Accident, Personal Liability Insurance. This provides insurance coverage if injured during the completion of volunteer duties. **(Excess Automobile Liability Insurance NOT included).**

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JOB TITLE: Workamper

DEPARTMENT: River's End Campground

JOB SUMMARY: This position welcomes campers and assists them to their site, acquaints them with the campground facilities and regulations, and answers questions on local and statewide attractions. This position also maintains components of the campground's operation that are vital to the smooth and efficient overall customer experience.

MAJOR DUTIES:

- Greets visitors, answers any questions and escorts campers to their location
- Provides information about the facility and resources, rules and regulations, and surrounding area
- Assists with programs/specific activities and public relation activities
- Assists with overall cleanliness and attractiveness of the campground, including restrooms
- Litter removal from premises, including pine cones, fallen limb debris, etc.
- Store maintenance (this includes dusting, sweeping, moping, keeping items stocked
- Custodial duties associated with:
 - day-to-day cleaning and servicing of rental cabins
 - cleaning/set-up of logistical preparation(s) within River Room, kitchen, Pavilion, store, office
 - stocking of toilet paper, paper towels (supply room @ bath houses, office, meeting facilities), hand cleaner,
 - cleaning showers, sinks, toilets, including floors, walls, and fixtures
 - cleaning washing machines/dryers,
 - curling and wrapping of hoses beside the bath houses,
 - cleaning of windows,
 - sweeping/spraying/removing/knocking down spider webs,
 - changing the light bulbs,
 - cleaning/stocking the supply rooms with cleaning supplies etc.),
 - removing, raking/sweeping campground; keep free of limbs and leaves,
 - cleaning out fire rings,
 - checking gray water dump areas,
 - treating ant beds,
 - sweeping and skimming pool and deck area,
 - cleaning up around dumpster,
 - spraying Round-up,
 - emptying trash cans,
 - keep dump station area and picnic tables clean and in good repair,
 - provide Camp Host site in neat and orderly condition,
 - provide appropriate remedy of Safety Concerns (wasp nests, broken glass, etc.)
 - cleaning of picnic and group shelters
 - clean all restrooms
 - maintenance list (Work with Operations Staff on Projects)
- Restocks consumables in the restroom
- Provide information about the facilities, the Campground, Tybee Island, and the coastal Empire, including resources, rules, and regulations
- Assist with programs and/or specific activities, and public relations
- Performs various landscaping operations including, but not limited to preventive maintenance, daily/weekly/monthly/seasonal/annual operating procedures, including, but not limited to pruning, spraying, fertilizing, planting, raking, digging, and watering
- Litter removal from premises, including pine cones, fallen limb debris, etc.
- Perform other duties as assigned

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KNOWLEDGE REQUIRED BY THE POSITION:

- Customer service skills
- Extensive knowledge of surrounding area and attractions
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

SUPERVISORY CONTROLS: Reports to the Campground Manager, or designee

GUIDELINES: Guidelines include city ordinances, department policies and procedures, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in applications.

COMPLEXITY: The work consists of working with the public and familiarizing them with the area, rules and regulations. The need for good customer skills and knowledge of the area are essential.

SCOPE AND EFFECT: The purpose of this position is to act as a host to the customers at the campground.

PERSONAL CONTACTS: Contacts are typically with co-workers, other City employees, vendors, contractors, and general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, standing or walking. Occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an operational capacity and includes office and outdoor settings.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS:

- Ability to read, write, and perform mathematical calculations at a level commonly associated with a high school education
- Interpersonal skills using tact, patience and courtesy

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