



Dane County Parks

Volunteer Campground Host Program

Project Description

Where is Dane County Parks? Dane County, situated in south central Wisconsin, is a beautiful area rich in natural resources and recreational opportunities. The county abounds in sparkling lakes and waterways, natural areas and trails. It is the home of the University of Wisconsin and the state capital in Madison, and provides many cultural, recreational and entertainment opportunities. Dane County Parks has 27 parks and many resource protection areas. There are five campgrounds: Babcock, Brigham, Lake Farm, Mendota and Token Creek. The Campground Host Program is part of the Dane County Parks' volunteer program.

Description:

Our hosts are outgoing and love meeting new people. Our hosts should be able to deal positively with different kinds of people and understand the limits of their authority and responsibility. They have strong camping experience, familiarity with the county parks and knowledge of the area surrounding our campgrounds (or are willing to learn). Hosts must provide their own camping units and a cell phone or other personal communication device.

Uniform / Identification:

- Wear something to identify yourself as a campground host (i.e.: Badge, Shirt, Hat); these are supplied.

Host Role:

- Be on "Duty" at least 5 days out of 7, with any full days off taken Tuesdays or Wednesdays
 - Hosts are "on call" whenever on site. Hosts make themselves available to campers at any hour
- Provide hospitality to campers and assist campers as needed
- Act as a good camping role model – follow all Park Rules
- Answer questions about self-registration & reservations
- Provide information about local resources & attractions
- Walk through the campground several times per day & inform staff of camper concerns
- Alert campers to weather emergencies
- Stay visible and approachable to campers by being outdoors frequently
- Contact Park Ranger, Park Staff, and/ or Sheriff's Department when necessary
- Stay in regular communication with staff and refer problems to staff for solution
- Treat all campers with respect, do not discriminate
- Prior to turning in for the evening, walk through the campground and bathrooms
- Write incident reports as needed
- Attend regular meetings with staff or other hosts
- Submit a written report at the end of the term of service
- Record in campground occupancy numbers

Maintenance Duties (as specified by Ranger):

- Stock toilet paper in bathroom stalls
- Daily litter pickup, daily removal of trash from fire rings at vacant sites

- Minor maintenance
- Plant, weed or mulch planting beds around the campground and master signs
- Mow host site with push mower (provided)
- Paint items around the campground as specified by ranger

Reporting:

- Campground hosts report directly to the onsite ranger, however if there are issues or the ranger is unavailable hosts can reach out to the Volunteer Coordinator.
- Questions/Concerns regarding the campground should be directed to the Park Ranger.
- Questions/Concerns regarding volunteer duties, host schedule, or other administrative issues may be directed to either the Volunteer Coordinator or to the Park Ranger.

Training:

- A required training for all hosts is held in May (Date to be determined) from 9:30am – 11:30am at the Lussier Family Heritage Center, 3101 Lake Farm Road. Madison WI
 - Hosts not in the area for the training may be able to make alternative arrangements for training.
- Additional training will be conducted at the park(s) with the Park Ranger overseeing that park unit.

When do our hosts work? Hosts are on duty at least five days out of seven, with any days off taken on Tuesdays or Wednesdays. You should be willing to be at the campground during busy times, including weekends and holidays.

Why Be a Volunteer Campground Host? Aside from meeting great people and enjoying the pleasant surroundings of one of our campgrounds, camping fees are waived during your term of service. Lake Farm, Token Creek and Babcock have full hook-up; Mendota has electricity, with water and dumping facilities available at the campground but not at the host site. Other benefits include socializing and a sense of belonging to the park.

May we bring our pet? Pets are welcome in our campgrounds. You will need to follow all park rules regarding pets. Off-leash pet exercise areas are available at several County parks and a permit is required when walking a dog outside the campground or in the pet exercise areas.

How do I apply? Submit your application with the signed waiver(s), references and signed releases for background checks. You must include the phone number of the Sheriff's Department in your county of residence. An interview will be conducted, by telephone if necessary. If a couple is applying, both parties will be interviewed. We will check your references and run a background check. Applicants who are accepted will receive an agreement, to be signed by all the parties. The agreement makes it clear that the volunteer is responsible for his/her own liability.

For information on Dane County Parks' Volunteer Campground Host Program, contact:

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