



**Camp Fire**  
Light the fire within

## **CAMP FIRE SAMISH**

1321 King Street #3  
Bellingham, WA 98229  
Phone: (360) 733-5710  
Fax: (360) 733-5711

## **CAMP KIRBY**

4734 Samish Point  
Bow, WA 98232  
Phone: (360) 255-7765  
Fax: (360) 733-5711

**Position Title:** Camp Kirby - Volunteer Camp Host  
**FLSA Status:** Volunteer  
**Reports To:** Primary - Camp Director | Secondary - Facilities Chair  
**Hours:** Average of 15 hours per week  
**Spring Shift:** March 23<sup>rd</sup> - June 15<sup>th</sup> or March 30<sup>th</sup> - June 22<sup>nd</sup>  
**Autumn Shift:** Aug 17<sup>th</sup> - Nov 9<sup>th</sup> or Aug 24<sup>th</sup> - Nov 16<sup>th</sup>  
*(dates are flexible by a few days on either side)*

**Position Summary:** As the Host, you will represent Camp Kirby by greeting our visitors and helping set the tone for a pleasant stay. Hosts will be responsible for checking rental groups in and out on some weekends. Hosts assist Camp Staff and perform a variety of light maintenance and groundskeeping tasks such as mowing, weeding, and litter pick-up.

Hosts receive free RV parking, hookups (water, electric), and sewage pumping in exchange for performing these duties. Hosts must provide their own RV and camping equipment. Hosts should enjoy working with the public, have the desire to accept new challenges, and possess the willingness to learn about Camp Kirby.

Compensation (with a 12-week commitment): Free RV parking and hookups (water, electric, and sewage pumping) and secondary medical insurance. (By submitting your timesheet, you will receive the cost of medical treatment needed for a service-related injury or illness. You are NOT covered for loss of employment time due to the injury or illness, nor for a lasting disability or death. If you suffer an on-the-job injury, your supervisor will help you obtain and complete the proper forms to submit for processing)

### **Essential Functions:**

- Provide courteous service and general camp information to visitors and rental groups.
- Custodial duties and/or grounds keeping duties.
- Daily walk-throughs of camp to record refrigeration temperatures, inspect common spaces for cleanliness and/or maintenance problems.
- Run check-in and check-out for rental groups as needed.
- Monitor for appropriate use of the facilities by visitors. (IE: no pets, Rental Agreement Standards and Rules are being followed, proper number of people in camp, etc.)
- Report deficiencies, hazardous, or unsafe conditions immediately to the Camp Director or Facilities Department.
- Other duties and tasks as assigned by Camp Director, Facilities Chair, or CEO.



**Qualifications:**

- Demonstrates interpersonal and communication skills, both written and verbal.
- Success passing of a criminal background check and National Sex Offender registry search.
- Current driver's license and vehicle insurance as required by law.
- Previous customer service and visitor information experience preferred.
- Requires occasional stooping, kneeling, crouching, and crawling.
- Requires occasional lifting, carrying, pushing, and pulling up to 20 lbs.