



## **ADVERTISEMENT FOR POSITION**

**McDuffie County Board of Commissioners is currently seeking a full time Campground Host for Big Hart Campground in Thomson, Georgia.**

**Applications can be obtained from Thomson-McDuffie County Government Complex Center, Human Resources, 210 Railroad Street, between the hours of 8:00 a.m. and 5:00 p.m., Monday – Friday or under the County Human Resource tab of this website.**

**Completed applications can be submitted to McDuffie County HR Department, Attn: Ruthie Thomas.**

**By Mail: 210 Railroad Street  
Thomson, Ga 30824**

**Email: [Ruthie.thomas@thomson-mcduffie.net](mailto:Ruthie.thomas@thomson-mcduffie.net)**

## **Big Hart Campground Camp Host Responsibilities**

The following is a list of responsibilities for Big Hart Campground Hosts:

- **Bathroom:** Camp Host is responsible for one Bathroom to include the following duties:
  - Each Bathroom should be inspected twice a day, once in the morning and once in the evening.
  - Replace toilet paper as necessary.
  - Thoroughly clean facility to included toilets and showers once a day while guests are in the park.
  - Remove trash as necessary.
  - Inspect facility to make sure there are no items in need of repair.
  - Report needed repairs to the Campground Manager.
  - Keep an inventory of consumable supplies and report needed items to the County Manager.
  
- **Campsites:** Camp Host is responsible for a group of Campsites to include the following duties:
  - Blow debris from site prior to it being occupied by a guest.
  - Clean fire pits and grills.
  - Report needed repairs to the Campground Manager.
  - Herbicide weeds as necessary.
  
- **Roads:** Camp Host is responsible for the roads within their designated area to include the following duties:
  - Blow debris from roads as necessary.
  - Remove any trash as necessary.
  - Herbicide weeds as necessary.
  
- **Boat Ramp, Gatehouse, and Entrance Areas:** Camp Hosts are responsible for these areas and should work together to include the following duties:
  - Blow debris from roads, parking areas, boat ramp, and dock as necessary.
  - Remove any trash as necessary.
  - Herbicide weeds as necessary.
  
- **Outhouses:** Camp Host is responsible for the Outhouses within their respective area to include the following duties:
  - Each Outhouse should be inspected twice a day, once in the morning and once in the evening.
  - Replace toilet paper as necessary.
  - Thoroughly clean facility once a day while guests are in the park.
  
- **Assisting Guest:** Camp Host is responsible for checking in guest within their respective area to include the following duties:
  - Provide guests with information package provided by the County if guest has booked site either online or thru County Staff.

- If site is not pre-booked and available, Camp Host should register any guest on the site, provide information packages available in the Gatehouse, collect fees, and issue a receipt.
- Golf Cart, Blower, and other Tools: The County provides each Camp Host a Golf Cart, Blower and other tools to facilitate their duties:
  - When fuel is needed, Camp Host should contact Campground Manager.
  - Camp Host are responsible for the proper use of all tools provided.
  - Only the Camp Host is allowed to operate the Golf Cart.
- Camp Host Sites: The County provides each Camp Host with a Campsite:
  - Camp Host is required to keep their respective campsite presentable, clean, and free of debris.
- Gate:
  - Duties of opening the gate each morning and closing the gate each night are to be shared by the Camp Hosts.
- Sewage Dump Station:
  - The Sewage Dump Station should be inspected once a day by the Camp Host that is responsible for the site where the Dump Station is located.
  - Remove any trash and debris as necessary.
  - Clean as necessary.
  - Herbicide weeds as necessary.