

Columbia County

Seasonal Host Announcement

Forest, Parks and Recreation Department

1054 Oregon Street, St. Helens, OR 97051

Phone: (503)397-2353

www.co.columbia.or.us

parksdept@co.columbia.or.us

POSITION: **PARK HOST.** This position is a temporary employee of the County's staffing agency, Cardinal Staffing Agency. 15 hours per week.

ANNOUNCEMENT #: 461 **DEPARTMENT:** Forest, Parks & Recreation

SALARY: \$10.00 per hour depending on experience, with no benefits available.

CLOSING: This recruitment is an open recruitment with candidates considered as vacancies in the various Parks occur. No facsimile or email applications will be accepted.

DUTIES: Monitor Park activities. Accept fees and donations. Some on site maintenance and custodial work required. Ensure positive relations with Park users, campers and staff.

TO QUALIFY: High school diploma/GED preferred. Some related work experience required with preference given for prior experience in a related field. Valid drivers licence required. Candidates must be able to provide stable and consistent oversight of the Park. Position requires ability to perform maintenance duties (raking leaves, lifting items up to 50 lbs, emptying garbage cans, walking over uneven terrain etc.) and the ability to drive a County vehicle and utilize power equipment.

HOUSING AVAILABLE: Full hookup sites will be provided. Park Host must pay costs of personal phone calls.

APPLICATION REVIEW: The application review is initially processed through the County and will consist of an evaluation of experience and training, skills and abilities, in particular, previous experience in a similar position as listed in the application. Unsigned or incomplete applications will not be accepted. Applicants will be sent to Cardinal Staffing Agency where they will undergo a thorough background check, including a criminal history check. A post-offer, pre-hire drug test will also be required prior to employment by Cardinal Staffing.

*****Please download the attached Authorization to Release Information as this will be required before final consideration of any candidate. If a couple is applying jointly, each person must fill out a separate application form and authorization to release information form.**

APPLICATIONS: Application forms are mandatory. Download from www.co.columbia.or.us and send completed applications along with picture of RV/5th wheel to: **COLUMBIA COUNTY, PARKS DEPARTMENT, 1054 OREGON ST., ST. HELENS, OR 97051 (503)397-2353.**