

# Columbia County

## Employment Opportunity

Civil Service Commission

230 Strand Street, St. Helens, OR 97051

Phone: (503)397-3874  
[www.co.columbia.or.us](http://www.co.columbia.or.us)

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

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

**SALARY:** 10.00 per hour with no benefits available.

**CLOSING:** This recruitment is an open recruitment with candidates considered as vacancies in the various Parks occur. No facsimile forms 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.

**INITIAL REVIEW:** The initial review is processed through the County and will consist of an evaluation of experience and training, skills and abilities, and previous experience in a similar position. Unsigned or incomplete forms will not be accepted. Interested, qualified parties will be directed to Cardinal Staffing 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.

**PARK HOST INTEREST FORM:** Interest Forms are mandatory. Download form at [www.co.columbia.or.us](http://www.co.columbia.or.us) and send completed form with picture of RV/5th wheel to:

Columbia County  
**Parks Department**  
1054 Oregon Street  
St Helens, Oregon 97051