



7 DAVIS DRIVE  
SILVER BAY, MN 55614  
(218) 226-4408

### **VOLUNTEER CAMPGROUND HOST APPLICATION**

The City of Silver Bay is seeking applications to be a Volunteer Campground Host for the city-owned Black Beach Municipal Campground that is located along the North Shore of Lake Superior and carry out duties outlined below.

Services to be provided is included in this packet.

**Applications are due by April 13, 2023 by 4:00pm. Please return proposal to City Hall, Attention City Administrator, 7 Davis Drive, Silver Bay, MN 55614. Applications after this date will be accepted until the volunteer position(s) have been filled.**

The City of Silver Bay reserves the right to reject any and all applications.

The Campground Host is considered a volunteer and should not be construed to be an employee of the city. The Volunteer Campground Host should have some general working knowledge of campground operations, cleaning and maintenance of campgrounds, and administrative knowledge. Experience with customer service and POS systems is preferred. Shall have ability to lift and carry at least 40 pounds, have good communication skills, be trustworthy and dependable. Should be able to work quickly and efficiently with little or no supervision.

The campground season for 2023 is May 12<sup>th</sup> - October 15<sup>th</sup>. The volunteer host is asked to work during hours when city staff are unavailable which is primarily evenings, including weekends and holidays (Memorial Day, Independence Day, and Labor Day).

The Campground Host is asked to reside on-site of the municipal campground in their own Recreational Vehicle (RV). The city will provide a site to the Host, free of charge, that will include onsite 20/30/50 Amp electrical, sanitary, and water services, while performing volunteer duties.

The Campground Host should communicate primarily with the City of Silver Bay's Parks and Recreation Director and/or Parks and Recreation Maintenance and Operation Managers; however, there may be need to communicate with Campground Aides, whom are city employees, when the Parks and Recreation Director is not available. We ask that the Campground Host be available in off-hours, typically evenings, when city staff are not working and assist in the following services, if needed:

- a) Assist with campground reservations through the City's Campspot Reservation System.
- b) Assist campers with checking in and checking out in a timely manner.
- c) Ensure that paperwork is fully complete and proper fees have been paid.

- d) Assist in enforcing campground regulations and parking regulations.
- e) Monitor for appropriate use of the facilities (i.e. proper food storage, pets aren't left unattended or off-leash, quiet hours, people and vehicle/site, solicitation).
- f) Monitor firewood and merchandise for sale is properly stocked and notify Parks and Recreation Director if supplies need to be ordered.
- g) Coordination with law enforcement when needed, report any major disturbances to City Police, if unable to handle on own.
- h) Assist the Parks and Recreation Director in overseeing maintenance and up-keep of the campground grounds and facilities located within the campground including sanitation, garbage collection, shower and toilet facilities, and other sanitation concerns associated with the Public Park/Recreational areas.
- i) Assist in cleaning all bathrooms, showers, and common area if cleaning is needed after hours when city staff are unavailable.
- j) Contact Parks and Recreation Staff if maintenance and cleaning supplies are inadequate.
- k) Inform the Parks and Recreation Director of any problems with campground operations. The Director will inform the Parks and Recreation Board of any matters warranting board action.
- l) Acts as Host and must be available to campers in off-hours not covered by city staffing.

A City Cell Phone will be provided to the Campground Host to use.

The City would prefer a campground host for the entire season but will entertain shorter terms. Minimum length of stay for host is 4 consecutive weeks.



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## CAMPGROUND HOST VOLUNTEER APPLICATION

Applicant's Name (First, MI, Last)				
Address		City	State	Zip
Retired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Occupation (Current or Past)	Home Phone Number ( )	Cell Phone Number ( )	
Email Address				

Have you ever camped at Black Beach Campground?  Yes  No

Are you familiar with the campground rules?  Yes  No

Approximately how many years have you been a camper?

What dates are you available?

From: (Month – Day – Year)	From: Month – Day – Year
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Volunteers are expected to serve at the campground for a period of four weeks. (See Guidelines for more details)

What type of camping unit will you be using if you are selected as a Campground Host?

Motor Home       Pickup Camper       Trailer       Tent

Size	Length
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Do you have vehicle liability insurance?

Yes  No If yes, please complete the next box below.

Name of Insurance Company	Policy Number	Expiration Date
List your specific outdoor Interest or hobbies:		
List any special needs which may limit your work conditions:		

List all additional immediate family members who will reside fulltime at the campsite:

Name (First, MI, Last)	Relationship

Please list two (2) personal references:

Name	Occupation	Telephone Number

**Please return application to:**

**City of Silver Bay, Attention: City Administrator, 7 Davis Drive, Silver Bay, MN 55614**

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

**AGREEMENT FOR VOLUNTEER CAMPGROUND HOST SERVICES  
CITY OF SILVER BAY**

**DRAFT SAMPLE – SUBJECT TO CHANGE**

THIS AGREEMENT is made and entered into by and between the City of Silver Bay, State of Minnesota, (hereinafter “City”) and \_\_\_\_\_, (hereinafter " Host").

WHEREAS, the City desires the services of Host to provide Volunteer Campground Host Services to the Silver Bay Black Beach Campground (hereinafter “Campground”); and

WHEREAS, the Host has the ability to provide the voluntary services to the Campground; and

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the City and Host agrees as follows:

- 1) **Term.** The Host agrees to provide Volunteer Host Services at the Campground on behalf of the City during the period commencing \_\_\_\_\_, 2023 and terminating \_\_\_\_\_, 2023;
- 2) **Services to be Provided.** Host agrees to provide Volunteer Campground Host Services as set forth in the attached Description of Campground Host Services to be Performed.
- 3) **Payment for Services.** Host will be provided a campsite with 20/30/50 amp electric, sewer, and water services, to be located next to the main office/shower building.
- 4) **Materials and Supplies.** City shall purchase all materials and supplies necessary for the Host to perform its duties. The Host shall not order or purchase materials or supplies for the Campground without prior approval of the Parks and Recreation Director.
- 5) **Independent Host.** Nothing contained in this agreement is intended or should be construed as creating the relationship of employer-employee, co-partners, or joint ventures. No tenure or any rights of benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or any other benefits available to City employees, shall accrue to the Host or employees of the Host performing services under this agreement. The Host is responsible for filing own tax withholdings and does not hold the City responsible for filing of any withholdings. The Host shall not hire employees or subcontractors to perform its duties.
- 6) **Indemnification and Insurance.** Host agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Host’s performance or failure to adequately perform its obligations pursuant to this contract, or for any damage caused by the Host to City property or campground visitor or guest property, or for any injury caused by any action or inaction of the Host to any campground visitor, guest or City employee.

7) **Data Practices.** All data collected, created, received, maintained or disseminated for any purposes by the activities of "Host" because of this contract is governed by the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

8) **Records Availability and Retention.** Pursuant to Minn. Stat. 16B.06, subd. 4, the Host agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Host and involve transactions relating to this Agreement.

Host agrees to maintain these records for a period of three years from the date of termination of this Agreement.

In the performance of its duties, the Host may be exposed to or have contact with private, confidential or other non-public information. The Host agrees that he will not transmit, communicate, or disseminate in any manner such information.

9) **Merger and Modification.**

a) It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

b) Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

10) **Default and Cancellation.**

a) If the Host fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless the Host's default is excused, the City may, upon written notice, immediately cancel this Agreement in its entirety.

b) This Agreement may be canceled with or without cause by either party upon thirty (30) days' written notice.

11) **Subcontracting and Assignment.** Host shall not enter into any subcontract for performance of any services contemplated under this Contract, nor shall it assign its rights under this Agreement

without the prior written approval of the City Administrator and subject to such conditions and provisions as the City deems necessary.

- 12) **Nondiscrimination.** During the performance of this Agreement, the Host agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

Made and entered into this \_\_\_\_\_ day of \_\_\_\_\_.

CITY OF SILVER BAY

By \_\_\_\_\_  
City Administrator

By \_\_\_\_\_  
Mayor

HOST

\_\_\_\_\_