



Campground Host Program



**MINNESOTA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF PARKS AND TRAILS**

Updated November 2010



Campground Host Program

Introduction

This packet is designed to give you the information necessary to apply for a campground host position. Applications will be accepted all year but must be received at least 30 days in advance of the time you wish to serve as a host. Please send completed applications to the park manager for the park or forest campground in which you are interested. You may email your completed application to campground.host@state.mn.us who will forward it to your first choice park.

General questions and inquiries may be directed to:

Campground Host Coordinator
DNR-Parks and Trails
500 Lafayette Road
St. Paul, MN 55155-4039
Email: campground.host@state.mn.us
651-259-5607

Principal Duties and Responsibilities

During the period from May to October, the volunteer serves as a "live in" host at a state park or state forest campground for at least a four-week period. The primary responsibility is to assist campers by answering questions and explaining campground rules in a cheerful and helpful manner. Campground Host volunteers should be familiar with state park and forest campground rules and should become familiar with local points of interest and the location where local services can be obtained.

Volunteers perform light maintenance work around the campground such as litter pickup, sweeping, stocking supplies in toilet buildings and making emergency minor repairs when possible. Campground Host volunteers may be requested to assist in the naturalist program by posting and distributing schedules, publicizing programs or helping with programs.

Volunteers will set an example by being model campers, practicing good housekeeping at all times in and around the host site, and by observing all rules.

Campground Host volunteers generally work independently. Volunteers are accountable to the park manager who will provide training and orientation for hosts and assist hosts throughout the season with any question or problems that may arise.



Guidelines For Campground Hosts

WHEN	The Campground Host Program runs from May to October. At other times of the year, campground hosts may be used as needed and at the discretion of the campground manager.
HOW LONG	Volunteers are expected to serve at a campground for a period of four weeks. Consideration may be given to extend this period provided qualifications and schedules can be maintained. Consideration may also be given to shorten this period if special circumstances occur. Such provisions are at the discretion of the campground manager.
SELECTION	Campground hosts will be selected from applications that have been satisfactorily completed and submitted in a timely manner. Interviews will be conducted by the campground manager. The number of consecutive years that a host may serve may be limited to allow others an opportunity. These limitations are at the discretion of the campground manager.
BACKGROUND CHECK	All DNR volunteers must undergo a background check. This is done at the time of selection. This also applies to hosts returning from the previous season.
AGREEMENT	Each campground host signs an agreement with the Department of Natural Resources at the time of selection. This also applies to hosts returning from the previous season.
CANCELLATION	Either party entering into this agreement has the option to cancel for a valid reason and give notification to the other party. The host shall vacate the campground site by the termination date agreed upon. In the event of campground closings, host agreements may be canceled immediately.
TERMINATION	Campground Host volunteers may be terminated and required to vacate the site if job performance is deemed unsatisfactory.
HOST BENEFIT	Campground hosts are provided a free campsite in return for services provided. A campground host's camping unit and equipment may remain on site during the full time of the agreement. Hosts and their guests must display state park permits on their vehicles when in state parks.
CAMPSITE	The DNR will select the site and facilities to be used by the campground host. Generally, the site shall be close to the campground entrance.
EQUIPMENT	The campground host provides their own camping unit, equipment and personal items. Safety equipment required to perform duties will be provided by the campground manager. Other equipment needed to perform duties may be provided by and at the discretion of the campground manager.

WORK WEEK	Campground hosts are to provide service for four to five days a week to include weekends and holidays. They may be off duty two to three weekdays. Days off are mutually agreed to by the campground manager and the host.
HOURS	Campground host on-duty hours will be mutually agreed to by the campground manager and the host.
ON-CALL	Campground hosts are "on-call" to assist other campers at all times of the day or night. Campground hosts should attempt to greet new campers, introduce themselves and share information about the campground and the park.
DUTIES	Campground host duties will include light cleanup in the campground (a few hours each day), keeping toilet buildings neat between visits of regular cleaning crews, assisting and directing visitors to campsites, explaining camping fees, assisting with camping activities, assisting naturalists, assisting office and contact station personnel, and providing information.
PROHIBITIONS	Campground hosts will not collect money nor operate state vehicles unless authorized by the campground manager.
NO ENFORCEMENT DUTIES	Campground hosts will take no law enforcement measures other than being observant and advising campers of minor rule violations. All other rule violations will be reported to the campground manager.
IDENTIFICATION	A sign which reads "Campground Host" will identify the host site. An adult member of the host family will be provided with a Campground Host name tag. No uniforms are worn nor should hosts be identified with official state employee insignia.
RULES	Campground hosts shall comply with all rules and policies of the Department of Natural Resources at all times.
TRAINING	Campground hosts may be required to attend staff training and safety training at the discretion of the campground manager.



Campground Locations and Applications

Please send your completed application to the state park listed as your first choice, OR, email your completed application to campground.host@state.mn.us. Our Campground Host Coordinator will forward your application to your first choice park. If the position is filled, your application will be forwarded to your next choice.

Most of the state parks have a campground right at the park and need a host. Some parks manage nearby State Forest Campgrounds which are more rustic, usually unstaffed, and may not have water, electricity or dump stations. State forest campgrounds are indicated by (SF) after their name. Contact the state park of your choice for more information.

Banning State Park, 61101 Banning Park Road, Box 643, Sandstone, MN 55072 320-245-2668
Willow River Campground (SF)

Bear Head Lake State Park, 9301 Bear Head State Park Road, Ely, MN 55731 218-365-7229
Wakemup Bay Campground (SF)
Woodenfrog Campground (SF)

Beaver Creek Valley State Park, 15954 County Road 1, Caledonia, MN 55921 507-724-2107
Reno Campground (SF)
Vinegar Ridge Campground (SF)
Wet Bark Campground (SF)

Big Bog State Recreation Area, P.O. Box 428, Waskish, MN 56685 218 647-8592

Big Stone Lake State Park, 35889 Meadowbrook State Park Road, Ortonville, MN 56278 320-839-3663

Blue Mounds State Park, 1410 161st Street, Luverne, MN 56156 507-283-1307

Buffalo River State Park, 565 – 155th Street South, Highway 10, Glydon, MN 56547 218-498-2124

Camden State Park, 1897 Camden Park Road, Lynd, MN 56157 507-865-4530

Cascade River State Park, 3481 West Highway 61, Lutsen, MN 55612 218-387-3053

Charles A. Lindbergh State Park, P.O. Box 364, Little Falls, MN 56345 320-616-2525
Birch Lake Forest Campground (SF)

<i>Crow Wing State Park</i> , 3124 State Park Road, Brainerd, MN 56401 Rock Lake Campground (SF) Walter Stark Horse Campground (SF)	218-825-3075
<i>Cuyuna Country State Recreation Area</i> , 307 Third Street, P.O. Box 404, Ironton, MN 56455 Clint Converse Campground (SF) Greer Lake Campground (SF) Portsmouth Campground (SF) Pelican Beach (SF)	218-546-5926
<i>Father Hennepin State Park</i> , 41296 Father Hennepin Park Road, P.O. Box 397, Isle, MN 56342	320-676-8763
<i>Flandrau State Park</i> , 1300 Summit Avenue, New Ulm, MN 56073	507-233-9800
<i>Forestville/Mystery Cave State Park</i> , 21071 County 118, Preston, MN 55965	507-352-5111
<i>Fort Ridgely State Park</i> , 72158 County Road 30, Fairfax, MN 55332	507-426-7840
<i>Frontenac State Park</i> , 29223 County 28 Boulevard, Frontenac, MN 55026 Kruger Campground (SF) Zumbro Bottoms Campground (SF)	651-345-3401
<i>Glacial Lakes State Park</i> , 25022 County Road 41, Starbuck, MN 56381	320-239-2860
<i>Glendalough State Park</i> , 25287 Whitetail Lane, Battle Lake, MN 56515	218-864-0110
<i>Gooseberry Falls State Park</i> , 3206 Highway 61, Two Harbors, MN 55616	218-834-3855
<i>Great River Bluffs State Park</i> , 43605 Kipp Drive, Winona, MN 55987	507-643-6849
<i>Hayes Lake State Park</i> , 48990 County Road 4, Roseau, MN 56751 Bemis Hill Campground	218-425-7504
<i>Hill Annex Mine State Park</i> , P O Box 376, Calumet, MN 55716 Cottonwood Lake Campground (SF) Moose Lake Campground (SF)	218-247-7215
<i>Interstate State Park</i> , 307 Milltown Road, P.O. Box 254, Taylors Falls, MN 55084	651-465-5711

<i>Itasca State Park</i> , 36750 Main Park Drive, Park Rapids, MN 56470 Mantrap Lake Campground (SF) Shell City Campground (SF) Hungry Man Campground (SF)	218-266-2100
<i>Jay Cooke State Park</i> , 780 Highway 210, Carlton, MN 55718	218-384-4610
<i>Kilen Woods State Park</i> , c/o Parks and Trails, Windom Area Office, 175 County Road 26, Windom, MN 56101	507-831-2900
<i>Lac Qui Parle State Park</i> , 14047 20 th Street NW, Watson, MN 56295	320-734-4450
<i>Lake Bemidji State Park</i> , 3401 State Park Road NE, Bemidji, MN 56601 Gulch Lake Campground (SF)	218-308-2300
<i>Lake Bronson State Park</i> , Box 9, Lake Bronson, MN 56734	218-754-2200
<i>Lake Carlos State Park</i> , 2601 County Road 38 NE, Carlos, MN 56319	320-852-7200
<i>Lake Louise, c/o Forestville/Mystery Cave State Park</i> , 12385 766 th Avenue, Leroy, MN 55951	507-324-5249
<i>Lake Maria State Park</i> , 11411 Clementa Avenue NW, Monticello, MN 55362 Ann Lake Campground – Sand Dunes(SF)	763-878-2325
<i>Lake Shetek State Park</i> , 163 State Park Road, Currie, MN 56123	507-763-3256
<i>Maplewood State Park</i> , 39721 Park Entrance Road, Pelican Rapids, MN 56572	218-863-8383
<i>McCarthy Beach State Park</i> , 7622 McCarthy Beach Road, Side Lake, MN 55781 Button Box Lake Campground (SF) Thistledew Lake Campground (SF) Togo Horse Campground (SF) Stony Brook Horse Campground (SF)	218-254-7979
<i>Mille Lacs Kathio State Park</i> , 15066 Kathio State Park Road, Onamia, MN 56359	320-532-3523
<i>Minneopa State Park</i> , 54497 Gadwall Road, Mankato, MN 56001	507-389-5464
<i>Monson Lake State Park</i> , c/o Sibley State Park, 800 Sibley Park Road NE, New London, MN 56273	320-366-3797

<i>Moose Lake State Park</i> , 4252 County Road 137, Moose Lake, MN 55767 Gafvert Campground (SF)	218-485-5420
<i>Myre Big Island State Park</i> , 19499 – 780 th Avenue, Albert Lea, MN 56007	507-379-3403
<i>Nerstrand Big Woods</i> , 9700 – 170 th Street East, Nerstrand, MN 55053	507-333-4840
<i>Old Mill State Park</i> , c/o Lake Bronson State Park, Box 9 Lake Bronson, MN 56734	218-754-2200
<i>Red River SRA</i> , c/o NW Regional Headquarters, 2115 Birchmont Beach Road NE, Bemidji, MN 56601	218-773-4950
<i>Rice Lake State Park</i> , 8485 Rose Street, Owatonna, MN 55060	507-455-5871
<i>St. Croix State Park</i> , 30065 St. Croix Park Road, Hinckley, MN 55037 Boulder Campground (SF) Tamarack Horse Campground (SF)	320-384-6591
<i>Sakatah Lake State Park</i> , 50499 Sakatah Lake State Park Road, Waterville, MN 56096	507-362-4438
<i>Savanna Portage State Park</i> , 55626 Lake Place, McGregor, MN 55760 Hay Lake Campground (SF)	218-426-3271
<i>Scenic State Park</i> , 56956 Scenic Highway 7, Bigfork, MN 56628 Bear Lake Campground (SF) Larson Lake Campground (SF) Lost Lake Campground (SF)	218-743-3362
<i>Sibley State Park</i> , 800 Sibley Park Road NE, New London, MN 56273	320-354-2055
<i>Split Rock Creek State Park</i> , c/o Blue Mounds State Park, 1410 161 st Street, Luverne, MN 56156	507-348-7908
<i>Split Rock Lighthouse</i> , 3755 Split Rock Lighthouse Road, Two Harbors, MN 55616 Indian Lake Campground (SF) Sullivan Lake Campground (SF)	218-226-6377
<i>Temperance River State Park</i> c/o Tettegouche State Park, 5702 Highway 61, Silver Bay, MN 55614	218-663-7476
<i>Tettegouche State Park</i> , 5702 Highway 61, Silver Bay, MN 55614 Eckbeck Campground (SF) Finland Campground (SF)	218-226-6365

<i>Upper Sioux Agency</i> , 5908 Highway 67, Granite Falls, MN 56241	320-564-4777
<i>Whitewater State Park</i> , 19041 Highway 74, Altura, MN 55910	507-932-3007
<i>Wild River State Park</i> , 39797 Park Trail, Center City, MN 55012 Snake River Campground (SF)	651-583-2125
<i>William O'Brien State Park</i> , 16821 O'Brien Trail North, Marine on St. Croix, MN 55047	651-433-0500
<i>Zippel Bay State Park</i> , 3684 – 54 th Avenue NW, Williams, MN 56686 Blueberry Hill Campground (SF) Faunce Campground (SF) Franz Jevne Campground (SP)	218-783-6252



CAMPGROUND HOST VOLUNTEER APPLICATION

Minnesota State Parks and Trails

State Parks, Trails & Forest Campgrounds

Fill in the required information and save your file with a new name. Email to campground.host@state.mn.us.

OR, print form, fill out and mail to your first choice park.

Notice of Intent to Collect Private Data: Data about you as a DNR volunteer is classified as Personnel Data, Minnesota Statutes, section 13.43, subd.1. Volunteers are asked to provide private data, including address, telephone number, and email address, in order to facilitate your volunteer placement. You are not legally required to provide private data. However, if you do not provide the data we may not be able to contact you, you may not receive important documents, and we may not be able to place you appropriately for volunteer activities. Those who are allowed access to your private data include DNR staff who have a business need to know and anyone authorized by law.

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

I hereby apply for a position as a Campground Host at a (mark correct box)

☐ State Park Campground

☐ State Forest Campground

1 st Choice	2 nd Choice	3 rd Choice
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Have you ever camped at any of the above choices? ☐ Yes ☐ No

Are you familiar with State Park, State Forest Campground or Day Use Area 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 a 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: (botany, hiking, bird watching, etc.)		
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, M.I. Last)	Relationship

Please list two (2) personal references:

Name	Occupation	Telephone No. (inc. area code)

Submit: You can mail your completed application to your 1st Choice Park **OR** you can email it to campground.host@state.mn.us and your application will be forwarded to the park.

Minnesota Department of Natural Resources
Division of Parks and Trails, Box 39
500 Lafayette Road
St. Paul, MN 55155-4039
651-259-5607

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