

**SPECIFIC RECREATION AREA JOB DESCRIPTION SHEET FOR
JOHN H. KERR RESERVOIR
NORTH BEND PARK CAMPGROUND ATTENDANTS
NBP-1, NBP-2, NBP-3, NBP-4**

- I. **NUMBER OF CONTRACT POSITIONS:** This Job Description Sheet is for four (4) separate park attendant contracts for North Bend Campground. Two of the contracts are for approximately 7 months and the other two of the contracts are for approximately 4 months. The attendants will work a “4-days-on-4-days-off” rotational schedule throughout the contract period. *The contract 2-person team shall work together 8 hours per day for the 4 days during the months of May to September. The two shifts are 8:00 am –3:30 pm and 3:30 pm – 11:00 pm. The contract team shall alternate morning shift with afternoon shift on their next 4-day schedule. Separate prices must be submitted for each contract for which you wish to bid.*

NBP-1: Park Attendants for North Bend Campground

Dates: 24 March to 29 October 2003 (Required training is 24-28 March)

Total Number of Working Days: 113 (including training)

******Month of April and October, NBP-1 Will Work 8:00AM-11:00PM In The Gate House.***

NBP-2: Park Attendants for North Bend Campground

Dates: 24 March to 31 October 2003 (Required Training is 24-28 March)

Total Number of Working Days: 111 (including training)

******MONTH OF APRIL AND OCTOBER, NBP-2 WILL WORK 8:00 AM – 11:00 PM IN THE GATE HOUSE.***

NBP-3: Park Attendants for North Bend Campground

Dates: 21 April to 17 September 2003 (Required Training is 21-25 April)

Total Number of Working Days: 77 (including training)

NBP-4: Park Attendants for North Bend Campground

Dates: 21 April to 21 September 2003 (Required training is 21-25 April)

Total Number of Working Days: 77 (including training)

- II. **PARK DESCRIPTION:** North Bend Park is located at John H. Kerr Dam, 8 miles east of Boydton, VA, in Mecklenburg County. North Bend contains a campground with 249 sites, 3 group areas, a day use area with ramps and swim beach, a Special Event Area, 3 picnic shelters, an Amphitheater, and a public fishing pier with handicap access. North Bend was entered into the NRRS in 1999. Two gate houses at the park’s entrance are manned by contractors, with camping and day use activities separated. It is located adjacent to the Visitor Assistance Center and the management office for the Project. Rangers and Mecklenburg County Deputies routinely patrol the areas. Routine patrol of the

campground's 4 main areas is approximately 5-10 miles. North Bend is located approximately 20 miles from South Hill, VA and 35 miles from Henderson, NC.

- III. HOURS OF WORK:** During the Contractors' 4-day-on schedule, BOTH contract attendants of the 2-person team shall be on duty in the Gate House from 08:00 a.m. until 3:30 pm and alternate into a 3:30 pm – 11:00 pm on the next 4-day duty schedule. *This schedule applies only during the months of May-Sept, when separate sets of attendants will be on duty at the same time. The purpose of this schedule is to avoid separate couples working together in the booth.* (Example: North Bend Contractor #1 will NOT be in the booth at the same time as North Bend Contactor #2.) For NBP-2, the months of April and October, only one contract team member must be in the booth at all times. *Please refer to the calendars of actual days and times to be worked.*
- IV. TRAINING & ORIENTATION:** The 5-day training session is required prior to beginning work. Training days are included in the total number of days worked, and will be paid at the quoted price per day. Refer to part I, above, for actual dates of training.
- V. AREA SPECIFIC PROVISIONS & REQUIREMENTS:**
1. Attendants shall hand out garbage bags to campers as they check in, and inform them of park policy of dumpsters in the campground. Attendant shall provide campers with garbage bags at their request.
 2. Attendants shall pick up garbage bags left on site by campers, deposit in campground dumpster, and report site number and campers' name to Ranger on Duty. (In cases where multiple violations have occurred, attendant shall call Ranger on Duty for assistance.)
 3. Attendants shall assist Rangers by locking and unlocking gates in group areas and shelters.
 4. Attendant shall perform all tasks as specified in the General Specifications section of this contract.
- VI. FEE COLLECTION:** North Bend operates on the NRRS computer systems. North Bend is one of only a few "client-server" systems in the United States. Contractor shall complete a "Bill for Collection" according to prescribed procedure and will be responsible for mailing them once verified by a Ranger. Banking is available in Boydton, South Hill, and Clarksville, VA. Round trip mileage for banking is approximately 40 miles. *Attendants shall provide their own change and start-up money.*
- VII. CLEANING & MAINTENANCE:** Attendants shall maintain the gate house in a clean and sanitary condition at all times. Equipment and supplies are provided by the government.

VIII. UNIFORMS: Contractors shall wear a uniform consisting of Khaki-colored slacks, shorts, or skirt and a white “polo-style” or “golf” shirt. Contractor shall purchase these items. Name tags will be provided. Uniforms must be worn at all times during duty hours.

IX. ADDITIONAL INFORMATION: For questions concerning these contracts at John H. Kerr Reservoir, please call Kevin McDaniel or Rose Sullivan at (434) 738-6143.