

Blackhawk Lake Recreation Area

2025 County Road BH, Highland, WI 53543

608-623-2707

bhlake@mhtc.net



Camp Host Job Description



Blackhawk Lake Recreation Area is made up of 2,050 acres of campground, lake, and wildlife area. Each year, we greet thousands of guests from all over the country. Our goal is to welcome on a pair of campground hosts to help manage the 330 acres of recreation and campground area during the fall months.

The ideal campground hosts would be outgoing, have strong camping experience, and love connecting with new people. Knowledge (or willingness to learn) of Blackhawk Lake Recreation Area and surrounding area is a plus! Hosts must provide their own camping units and a cell phone or other personal communication device.

Benefits:

- Camping fees are waived during your term of service. Hosts will be provided one electric campsite for the duration of their stay.
- Ample opportunity to socialize, meet amazing people from all over the country, and become a critical member of the parks team.
- Blackhawk Lake Recreation Area staff clothing will be provided to help guests identify you.
- You will have free use of all campground amenities; shower house/restroom facilities, sand beach, hiking trails, boat launch, fish cleaning station, dump/fill station, and playgrounds.
- Pets are welcome, but they must follow all pet policy rules.

Roles and Responsibilities:

- Be “on duty” at least 5 out of 7 days of the week. Any full days off must be taken on Tuesdays or Wednesdays.
- Hosts are “on call” whenever on site and make themselves available to take care of messes when needed.

- Hosts will keep all park bathrooms clean, sanitized, and well stocked with paper products and soap.
- Help alert campers to weather emergencies.
- Inform Park Management or Park Rangers of incidents at the park. Hosts are NOT to deal with conflicts involving other guests.
- Stay in regular communication with Park Management to discuss issues, supplies ordering, and overall park cleanliness. Daily check-ins will be held at the park office after prior discussion.

Maintenance Duties:

- Stock toilet paper in bathroom stalls and fill paper towel dispensers.
- Clean all toilets; scrub inside and wipe down outside.
- Wipe off all toilet paper, paper towel, and soap dispensers with all-purpose cleaner.
- Wipe down any cobwebs, sweep and mop floors.
- Clean mirrors, counter tops, and sink fixtures.
- Shake out/sweep off rugs.
- Bathrooms will be 'deep cleaned' on Fridays with pressure washer and heavier cleaning products.
- Daily litter pick up throughout the campsites and park.

Training:

- A required training for all hosts will be held the week you start by the two park managers. All training, supplies, and a work vehicle/UTV will be provided to you.

Reporting:

- Campground hosts report directly to the Park Manager or Assistant Park Manager. If a Park Ranger is on duty, hosts will report to them.
- Any questions or concerns regarding the park, other campers, volunteer duties, host schedule, or any other administrative issues should be directed to Park Management.

Timeline:

- Campground hosts will begin work on August 25th of 2025 and complete mandatory training until August 28th. They will work the remainder of the season with the last day being Sunday, November 2nd.
- Any specific dates hosts may need off, MUST be discussed at least 2 weeks in advance.

To apply for the Blackhawk Lake camp host position, please fill out the application below and mail to 2025 County Road BH, Highland, WI 53543; or email it to morgan.shemakbhl@gmail.com. For specific questions regarding the position, please reach out to Tom or Morgan at 608-623-2707 or the email provided above. Thank you for your interest in this position! We look forward to connecting with you.

Tom Michek
Park Manager

Morgan Shemak
Assistant Park Manager

Blackhawk Lake Recreation Area

2025 County Road BH, Highland, WI 53543

608-623-2707

bhlake@mhtc.net

Camp Host Application

Applicant/s Information

Last Name	First Name	Middle Initial
Last Name	First Name	Middle Initial
Street Address		Apartment/Unit#
City	State	Zip Code
Phone #	Email Address	

Are you a citizen of the United State?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the US? _____
Have you ever worked for this company	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what year/s did you work here? _____
Have you ever been convicted of a felon	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain _____

Previous relevant work or volunteer experience:

Describe your camping experience (including number of years):

Blackhawk Lake Recreation Area

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Employment Application

References

Please list three personal references.

Full Name

Relationship

Address

Phone Number

Full Name

Relationship

Address

Phone Number

Full Name

Relationship

Address

Phone Number

Emergency Contact

Name:

Relationship:

Phone Number:

Dates Available: From _____ Through _____

Volunteer Release Form

I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration. I grant permission for my photo to be used in any promotional materials produced by Blackhawk Lake Recreation Area. I shall indemnify and hold harmless Blackhawk Lake Recreation Area and the Cobb-Highland Recreation Commission, its Board and officers, managers, and employees from and against all claims, demands, loss, or liability of any kind or nature for any possible injury (including but not limited to personal injury and/or death) incurred during volunteer service.

Signature of Volunteer

Date

Print Name

Signature of Volunteer

Date

Print Name

**Return applications to Tom or Morgan at:
2025 County Road BH, Highland, WI 53543
morgan.shemakbhl@gmail.com**