

JOB DESCRIPTION

RV Park Assistant

Duties will include, but are not limited to the following:

Serve as liaison between park users & park staff.

1. Greet and assist visitors, answer questions and explain regulations. Assist with camper reservation process. Keep a report of occupied or vacant campsites. Distribute maps, park rules and local information. Assist campers in locating a RV site. Inform incoming campers where family or friends are located. Be familiar with local points of interest and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.
2. Perform light maintenance work around the RV Park such as litter pickup, trimming or weeding, cleaning and stocking of restrooms and laundry room, provide information to park manager on potential problems, and disseminate information to campers.
3. Clean RV sites and camp sites by performing minor maintenance tasks such as raking the campsite pad, washing tables, cleaning out fire rings and picking up litter. Report any damage to your Park Manager. Each site must be cleaned after every camper checks out and before another camper checks in.
4. Campground Assistant shall not attempt to discipline or apprehend any park violators. Campground Assistant will report all disturbances to Park Manager. You are to inform campers of rules and regulations, but are not to participate in any high risk activity.
5. Campground Assistant is expected to work most weekends and holidays during their term. Be observant for activities within the campground requiring immediate attention ranging from a tree needing to be trimmed to a problem camper. Notify the Park Manager as these problems arise.
6. Keep a written report of complaints and criticism of park facilities, report situations that could affect the health and safety of visitors, and report any maintenance items which need immediate attention. Maintain other written records as requested by the Park Manager.
7. May assist in campground public relations, educational activities, and special events/activities.

*May be assigned other duties and projects not listed.

Supervision and Training Provided:

Supervised by Park Manager or designee. Training in campground registration procedures, rules and regulations, and Campgrounds Assistant responsibilities.

Skills required:

- Ability to get along well with people.
- Proficient with Microsoft Office products: Word, Excel, Computer
- Ability to remain calm and friendly.
- Ability to physically get out and make rounds through RV Park area.
- Ability to adapt to changing work conditions.
- A good knowledge of the park and surrounding area.
- Valid California Driver's License
- Ability to work cooperatively in a team environment
- Must be able to move about inside the office to access file cabinets, copiers, office machinery, etc.
- Must be able to lift up to 50 pounds
- Must be honest, punctual and reliable

Working Conditions:

Work is mostly outside in hot, cold, wet, humid, or windy conditions. Walking is required.