

SEASONAL ASSISTANT CAMPGROUND MANAGER

Genesee County Parks and Recreation Commission

2020 Pay Rate: \$11.65

GENERAL STATEMENT OF DUTIES:

Responsible for the overall daily management of Campground(s); Boat Launches; and the Mounds ORV Park; participates in daily operations; performs responsible duties in maintaining the safety of park visitors; receives supervision from the Campground Manager, but is also expected to work under own initiative; provides direction to subordinate employees; performs related duties as required

STATEMENT OF TASKS:

- Insures proper registration of campers, issuance of permits and collection of fees, preparation and maintenance of such records as sales reports, inventory reports, registration records, and bank deposits.
- Assists in supervising subordinate employees.
- Assists in preparation and maintaining of necessary reports and records, including financial reports, payroll personnel evaluations, and may handle large sums of money.
- Maintains good public relations with park visitors and disseminates information on camping facilities, park activities, and related park programs.
- Insures proper maintenance of the campground, and other related facilities.
- Ensure park visitors comply with all applicable park rules and regulations.
- Plans, develops, and conducts recreational programs for campers.

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to schedule, direct, and supervise the work of subordinate employees and train them in regard to all aspects of their duties.
- Knowledge of methods used in keeping financial accounts and records.
- Ability to maintain accurate and up-to-date inventory records.
- Ability to prepare and maintain necessary reports and records.
- Ability to assess and respond to emergency situations.
- Thorough knowledge of park rules, policies, and procedures.
- Ability to apply and teach park maintenance techniques.
- Ability to correctly use and care for hand tools and light equipment.
- Ability to understand and carry out complex oral and written directions.
- Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as the Park staff.
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MINIMUM QUALIFICATIONS:

- Ability to read and write and being physically able to perform the work.
- Possession of a valid driver's license.
- Three(3) years experience in one or more of the following areas: parks, campgrounds, or sales.

SPECIAL REQUIREMENTS:

- Must be willing to work weekends, holidays, and irregular hours.
- Will be required to wear a prescribed uniform.
- Certification in first aid and CPR.

- Must be courteous in dealing with the general public, concessionaires, and fellow staff members.
- Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two (2) uniform shirts will be provided, additional shirts may be purchased.