



CITY OF SISTERS

POSITION DESCRIPTION

POSITION TITLE: Campground Host
DEPARTMENT: Public Works
FLSA STATUS: NA
SALARY GROUP: Contract

GENERAL STATEMENT OF DUTIES:

This Position is responsible for meeting and greeting park visitors at the City of Sisters Overnight Park Campground from April 15th to October 15th. The Host will provide information and directions and educate visitors on rules and regulations of the Overnight Campground.

ESSENTIAL JOB FUNCTIONS:

Assist park visitors in campsite availability, reservations and payment for camping and use of the RV dump station. Accounts for all occupied campground sites, RV dumps, and firewood sales and provides a weekly report of the Campground activity to the Public Works Director.

Required to perform general maintenance on restrooms, drinking fountains, campground sites, picnic tables, fire pits and grass/landscaped areas. The Host will be responsible for the daily cleaning of the four City owned and maintained public restrooms.

Keeps written record 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.

SUPERVISION RECEIVED:

Works under the direction of the Public Works Director.

SUPERVISION EXERCISED:

This position is not a supervisory position.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of acting as a Campground Host. Has a thorough knowledge of Recreational Vehicle maneuvering safety. Must be physically able to perform some hand mowing, raking, shoveling, sweeping, and litter removal.

Must have well-developed human relations skills to deal positively and effectively with customers and co-workers to enforce campground rules. Ability to develop and maintain productive relationships with visitors, community groups, other city departments, and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is also required to walk or to drive to sites to assist with general park maintenance such as the cleaning of the four public restrooms

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Tractor, push mower, weed eater, backpack blower and various hand tools associated with grass and landscape maintenance.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in outdoor settings. Some indoor work is required for the monitoring and reporting of campground activity.

The noise level in the work environment is usually quiet with the typical vehicle/equipment noises and interruptions.

EXPERIENCE AND TRAINING:

Previous Campground Host experience is required.

SPECIAL REQUIREMENTS/LICENSES:

Must have your own RV and be willing to live in the campground for the entire 6 months that it is open.

This position will be 7 days/week for the entire time the campground is open. The host is expected to work all weekends and holidays during this time. Off days will be taken from Monday to Thursday and will require authorization and be scheduled a minimum of 2 weeks in advance with the Public Works Director.

BENEFITS:

The use of the host site with water, sewer and electric hookups at no charge for the duration of service.

Hosts will receive 10% of the Overnight Park revenue, or Oregon minimum wage times actual work hours whichever is greater, each month during the term for performing the required duties.

Brad Grimm
Public Works Director

Date: *February 22, 2010*

Lisa Young
Director of Finance & Administration

Adopted: 2003
Revised: October 15, 2007
Revised: March 7, 2008
Revised: February 23, 2009