

SEASONAL CAMPGROUND ATTENDANT

Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of work in the daily operation and maintenance of a modern campground; including issuing permits, selling of concessions, conducting recreational programs; performs responsible duties in maintaining the safety and security of park visitors in the campground, public beaches and adjacent property; and maintenance of campground areas and facilities. Work is performed under supervision; performs related work as required.

STATEMENT OF TASKS:

- Registers campers; issues permits, collects fees, prepares and maintains bookkeeping records such as sales, inventory, and registration reports and bank deposits.
- Ensure park visitors comply with all applicable park rules and regulations.
- Sells food, beverages, souvenirs, and other miscellaneous items in camp store and other locations, maintains an accurate inventory and stocks store with goods and supplies.
- Responsible for a cash drawer.
- Maintains good public relations with park visitors and disseminates information on camping facilities, park activities, and related park programs.
- Performs grounds maintenance including mowing, raking, seeding, watering, planting, fertilizing, gather refuse and rubbish.
- Performs routine custodial work in park buildings.
- Assists in making minor repairs to buildings and equipment.
- Conducts programs in campgrounds for all ages.

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:

- Good knowledge of business mathematics
- Ability to prepare necessary reports and records.
- Ability to understand and carry out oral and written directions.
- Ability to maintain good interpersonal relationships and communicate effectively with the general public, as well as Park staff.
- Ability to assess and respond to emergency situations.
- Thorough knowledge of park rules, policies, and procedures.
- Ability to learn and apply park maintenance techniques.
- Ability to correctly use and care for hand tools and light equipment.

MINIMUM QUALIFICATIONS:

- Ability to read and write and being physically able to perform the work.
- Possession of a valid driver's license.

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.