



Muskingum Watershed Conservancy District Position Description and Requirements

Position Title:	Campground Supervisor	Date:	December 19, 2016
Department:	Recreation	Classification:	Seasonal (S)
Reports to:	Park Mgr and/or Asst. Park Mgr	FLSA Status:	Non-exempt
Directly Supervises:	Campground Attendant(s)		

Summary of Responsibilities

Supervises the day to day operations within the campground. Supervises assigned Campground Attendants. May schedule, coordinate, and/or facilitate activities within the campground for camper and day use guests. May be involved in special campground projects and tasks and assists in setting up and maintaining special events.

Maintains the overall cleanliness and safe environment of the campground and its facilities.

Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Provides excellent customer service when interacting with MWCD guests.

Provides on the job training to campground attendants and communicates employee and customer issues to park management.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions *include the following. Other duties may be assigned.*

Assists campers and guests in finding their campsites.

Collects fees from camper guests and completes their registration.

Maintains paperwork and other records. Prepares financial reports that may include revenue collection and occupancy.

Light maintenance duties may include leaf collection, trash pickup, and other light landscaping activities. Powered equipment use may include mowers, trimmers, chain-saws, and Gator Utility Vehicles.

Cleans and maintains facilities within the campground.

Notifies appropriate manager of any safety concerns realized while performing job duties.

Notifies appropriate manager of employee issues among campground attendant staff.

Skills and Abilities

Education: High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

Experience: Prior experience with campground operations and customer service experience preferred. Experience in the use of power equipment,

power tools, and basic landscaping preferred.

Computer Skills: Basic computer skills required

Certifications & Licenses: Driver's license valid in the state of Ohio.

Abilities: Ability to work well with the public and good public communication skills is required. Good public communication skills and ability to work well with the public are required.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Other Requirements, Expectations, or Unusual Conditions

Overtime work is required as necessary. Must have a sincere interest in outdoor recreation. This position requires weekend, evening and holiday work.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed _____

Date _____