

## YUOK ECONOMIC DEVELOPMENT JOB DESCRIPTION

Job Title:	<b>CAMPGROUND HOST</b>		Job Code	
Department	<b>YEDC</b>	Program Area	Location	<b>KLAMATH</b>
Reports To:	<b>YEDC Executive Director</b>		FLSA Status	<b>Non-Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE</b>				
Salary Range	<b>1,000/month June 1 thru October 31. Plus RV spot, telephone, electric, internet</b>			

### **POSITION SUMMARY:**

**Camp host, is considered a Seasonal Employee, who maintains the park, service customers, and rent the RV Park Spaces starting June 1 through October 1<sup>st</sup>. Host must have a pleasant outgoing personality and be able to handle all types of maintenance issues and customer situations in a professional manner and resolve conflicts that may arise.**

### **DUTIES AND RESPONSIBILITIES**

1. Responsible for providing our customers with a pleasant experience as they visit Yurok Country.
2. Be available 24 hours a day to guests.
3. Able to review park rules with guests.
4. Register guests, collect rent as guests pull RV's in and/or set up tents in the park.
5. Clean, maintain, and sanitize the bathrooms on a daily basis.
6. Clean, maintain, and sanitize the laundry room on a daily basis.
7. Make reservations and maintain reservation book.
8. Welcome visitors at the gate and escort them to their space.
9. Report all major repairs needed to YEDC.
10. Mow and weed at least once a week.
11. Ability to control volatile situations.
12. Duties as assigned.
13. Responds to visitor emergencies and call 911 if needed.

### **MINIMUM QUALIFICATIONS:**

1. Must have a RV in good to excellent condition.
2. Ability to work small equipment (lawn mowers, weed eaters etc.)
3. Ability to perform daily duties which require frequent standing, walking, and using hands. The employee is occasionally required to sit, reach with hands and arms, climb or balance, and lift/move up to 50 pounds
4. Able to count money and keep lite records of daily receivables.

### **SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position

### **EDUCATION/EXPERIENCE:**

Need experience performing ground maintenance, cleaning and minor repairs.

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### **CONDITIONS OF EMPLOYMENT:**

- All applicants must pass a pre-employment drug/alcohol test.
- When necessary must be able to lift 25-50 pounds.
- Must have clear vision at twenty (20) inches or less; ability to identify and distinguish colors; depth perception (three-dimensional vision, ability to judge distances and spatial relationships); ability to focus (ability to adjust the eye to bring an object into sharp focus).
- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Must have and maintain a valid driver's license and automobile insurance.