

**CAMPBELL COUNTY FISCAL COURT  
POSITION DESCRIPTION**



<b>Position Title:</b>	Park Attendant
<b>Department:</b>	Parks and Recreation Department
<b>Reports To:</b>	Parks & Recreation Director
<b>FLSA Status:</b>	Non-Exempt, hourly
<b>Employment Status:</b>	Part-Time
<b>Pay Grade:</b>	A

**SUMMARY:**

The Park Attendant is responsible for staffing the Ranger Station, collecting camping fees, assisting with campground issues, receiving and directing visitors, providing park information and conducting recreational activities.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** includes, but are not limited to:

- Conducts a daily general inspection of ranger station and campground to ensure compliance with sanitary regulations and campground rules;
- Answers the telephone in a professional and courteous manner, taking reservations and providing information to customers (park information, prices, policies, and travel directions);
- Greets and checks in all visitors with CampSpot computer program;
- Checks vehicle passes of campers and park patrons entering the park;
- Registers campers by completing required forms, collecting fees, issuing receipts and assigning camping locations;
- Makes private picnic reservations;
- Operates a cash register, issues receipts and accounts for all cash received;
- Maintains and balances cash register funds and prepares deposits;
- Cleans and maintains the ranger station and park facilities;
- Updates the shift diary detailing all important daily activities;
- Patrol/observe the campground area using a county vehicle as needed; and
- Assumes duties/responsibilities of coworkers and performs other duties as required.

**QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Knowledge of the operation and maintenance of a campground facility and applicable regulations;
- Basic computer and cash register skills;
- Basic mathematical skills;
- Responsible for accurate cash handling;
- Maintains a pleasant attitude in an effort to create a positive environment;
- Knowledge of safe work practices and the ability to apply them in everyday work situations;
- Ability to provide clear and pleasant telephone communications;
- Excellent interpersonal skills and ability to deal effectively with employees, officials, and the general public;
- Ability to work outside in wet and/or humid weather conditions;
- Ability to work flexible hours with some night, weekend and holiday work; and
- Ability to stand for long periods of time often walking, standing, bending, carrying or lifting supplies and equipment weighing 50 pounds or more.

**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent. One year of customer service experience preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possess valid driver's license.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date