

CAMPBELL COUNTY FISCAL COURT POSITION DESCRIPTION



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