

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Campground Host
(Mahlon Dickerson Reservation)

Part Time: Annual or Seasonal

Division: Parks & Visitor Services

Effective Date: 2/22/2019

Prepared by: K. Biase

Approved by: R. Vitale

Position Charter:

Under the direction of the Director of Parks and Visitor Services or his/her designee, the Campground Host operates the campground office and performs customer relations functions for RV, Tent, and Adirondack Shelters. Campground Host will provide information, assist groups and individuals with check in/out, and ensure that they have an enjoyable visit while they are following Park Commission Rules & Regulations.

Essential Functions:

- Operates the campground office and performs office duties, including but not limited to answering the phones, replying to electronic mail, and disseminates maps and other pertinent information.
- Utilizes the campground reservation system for registering and checking guests in and out of the facility.
- Collects camping fees in person, over the phone, and through the reservation drop box.
- Checks on the RV, Tent/Adirondack shelter areas daily using the onsite vehicle and reports any problems to their Supervisor and/or the Morris County Park Police.
- Prepares site reservation cards for incoming guests.
- Sells firewood bundles to campers daily.
- Maintains park directories located in the Camping Areas.
- Performs public information activities by answering inquiries from the public.
- Meets with and assists permit groups when necessary.
- Cleans restrooms and makes sure that they are adequately supplied.

Other Functions:

- Performs other work as required to further the goals of the Morris County Park Commission.

Qualifications:

- Graduate from high school or vocational high school or possession of an equivalency certificate, or any equivalent education or experience.
- Minimum age of 18.
- General RV and/or camping knowledge preferable.

- Ability to work a flexible schedule including weekends and evening hours on a regular basis.
- Proficient in MS Office with the ability to learn new software programs.
- Ability to handle cash and control and prove revenue reports.
- Outgoing, positive attitude and ability to be self-directed.
- Certification in First Aid and CPR desirable.
- Ability to communicate effectively, both verbally and in written form.
- Possession of a valid New Jersey driver's license.
- Ability to complete the essential functions of the position with or without accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.