

## **Part-Time Assistant Campground Superintendent**

This position involves a combination of administrative tasks, customer service, and ensuring the safety and enjoyment of campers. The Assistant Campground Superintendent works closely with the Campground Committee Chair & Campground Superintendent to maintain a high standard of service and a positive camping experience for visitors. 15-hour work weeks with an hourly rate of \$15.50.

All applications may be mailed/dropped off to: 257 West Lincoln Street, Lewistown, IL 61542 or emailed to [rwalljasper@fultonco.org](mailto:rwalljasper@fultonco.org)

The last day to submit an application will be end of day, Wednesday, March 26<sup>th</sup> 2025.

### **Key Responsibilities:**

1. Customer Service:
  - Greet and assist campers, addressing their inquiries and concerns.
  - Provide information about campground facilities, rules, and recreational opportunities.
  - Handle reservations, check-ins, and check-outs efficiently and professionally.
  - Address and resolve customer complaints or issues promptly.
2. Administrative Duties:
  - Assist with campground administration, including record-keeping, data entry, and report generation.
  - Help manage campground reservations and scheduling of campsite usage.
  - Maintain accurate financial records, including fee collection and cash handling.
  - Assist in managing campground permits, licenses, and compliance with relevant regulations.
3. Safety and Regulations:
  - Promote camper safety by enforcing campground rules, fire safety procedures, and other regulations.
  - Provide information about local wildlife, potential hazards, and emergency procedures.
  - Assist in managing emergency situations, including contacting appropriate authorities if needed.
4. Natural Resource Management:
  - Assist in the preservation and protection of the campground's natural resources.
  - Educate campers about Leave No Trace principles and responsible outdoor practices.
  - Collaborate with environmental agencies and organizations for conservation efforts.

5. Team Collaboration:

- Work closely with the Campground Superintendent and other staff members to ensure smooth operations.
- Provide training and guidance to seasonal employees or volunteers as needed.

Qualifications and Skills:

- High school diploma or equivalent; some college coursework in relevant fields is a plus.
- Previous experience in customer service, hospitality, or campground management is advantageous.
- Knowledge of outdoor recreation, camping procedures, and safety protocols.
- Strong communication and interpersonal skills to interact effectively with campers and staff.
- Organizational skills and attention to detail for administrative tasks and maintenance coordination.
- Basic understanding of financial management, including fee collection and record-keeping.
- Familiarity with environmental conservation principles and sustainable camping practices.

The Assistant Campground Superintendent should be enthusiastic about outdoor activities, dedicated to providing excellent customer service, and willing to work flexible hours, including weekends and holidays. This role offers the opportunity to contribute to a positive camping experience for visitors while assisting in the management of a well-maintained and environmentally responsible campground facility.