

Nevada County Fairgrounds, 17th DAA

Job Description

RV Park – Part-Time (Assistant) Camp Host

Principal Duties and Responsibilities –

- Take camping reservations and explain camping fees, utilizing the Campground Automation Systems (CAS) program, and maintain an ongoing reservation calendar.
- Take group camping reservations for group campers as well as manage large camping events such as the annual Nevada County Fair and the Draft Horse Classic.
- Assist campers with their site placement and general hook-up needs.
- Assist with dispensing propane.
- Assist campers by answering questions and explaining campground rules in a cheerful and helpful manner. Host should be familiar with campground rules and should become familiar with local points of interest and the location where local services can be obtained.
- Process the financial settlement for camping reservations and propane sales by taking cash, check or credit card in payment of camping fees. Prepare appropriate receipts and process funds/receipts with the Administration Office. Funds and accompanying receipts should be turned into the Administration Office on a daily basis.
- Perform light maintenance work around the campground, including but not limited to:
 - Cleaning restrooms, stocking supplies in restrooms, litter pickup, and sweeping.
- Assistant Camp Host may be requested to assist in posting and distributing schedules, publicizing events or assisting with events.
- Assistant Camp Host will take no law enforcement measures other than being observant and advising campers and the public of minor rule violations. Violators of major infractions will be reported to the Nevada County Sheriff's Department.
- Reporting Relationships:
 - The Assistant Camp Host will report to the following supervisors:
 - General organization and or office issues – Liz Patche, Camp Host
 - General organization, office issues and/or personnel issues – Patrick Eidman, Deputy Manager.
 - Maintenance issues – Tony Brock, Senior Maintenance
 - Reporting to the Camp Host – all assistant camp hosts will report directly to the Camp Host.
 - Personnel Issues – should personnel issues develop, the Assistant Camp Host is to address the issue first with the Deputy Manager. In the interest of maintaining confidentiality, personnel issues should not be discussed with employees who are not empowered to resolve the issue.

- Assistant Camp Host may be terminated if job performance is deemed unsatisfactory.