



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

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Position: Campground Clerk/Maintenance

Department: Parks and Recreation

Reports To: Recreation Supervisor

Location: Rural Retreat Lake

FLSA Status: Non-exempt

Full-time/Part-time: Part-time

Seasonal: Yes

Posted Until: Until Filled

Knowledge:

- Customer Service
- Management of cash
- Basic Computer Skills

Responsible to:

- Work under the supervision, guidance, and in cooperation with the Parks and Recreation Director, Recreation Supervisor, and Campground Manager.

Duties:

- Managing the camp store
- Daily tasks around the campgrounds. i.e. picking up trash, cleaning bathrooms, showers, campsites, hiking trails, playgrounds, shelters.
- Taking camping reservations and pool party reservations
- Working with the Campground Manager and Pool Staff to program and facilitate activities at the Lake.
- Responsible for daily till and ensuring that the starting cash, register, and the credit receipts are balanced.
- Keeping the office and store area clean and orderly
- Be able to lift or move objects up to 50 lbs.
- Other routine maintenance, i.e., weed eating, cleaning, mowing, etc.
- Providing positive customer service and ensuring that our customers are receiving the best possible care.
- Able to take initiative on projects, programs, or daily tasks.
- Keeping stock of supplies and reporting to the Campground Manager
- Other duties deemed necessary as assigned by the Director or Campground Manager

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force
- Work regularly requires sitting, frequently requires speaking or hearing, and using hands to finger, handle or feel
- Occasionally requires standing, walking, reaching with hands and arms, lifting, and repetitive motions
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data
- Operating motor vehicles or equipment and observing general surroundings and activities
- Work is generally in a moderately noisy location (e.g., business office, light traffic).

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.