

## **Campground Reservation Specialist Job Description Craven Parks**

The individual chosen will have considerable camping experience and be familiar with both RV and primitive campgrounds. They will provide their own camper and will be assigned a convenient campsite at Craven Park. They will have a history of success in dealing with the public in general and campers in particular. The campground is open for 6 months from April 1<sup>st</sup> until October 31<sup>st</sup>. The caretakers will work closely with village personnel while performing their duties.

### **The following are specific campground duties:**

1. Greet new campers and assist with reservations if needed.
2. Assist camper set-up if needed.
3. Handout copy of campground rules and regulations.
4. Insure clean campsite and fire pit upon guest's departure.
5. Perform such duties as directed by a village representative.

### **The following campground rules are to be administered by the caretakers:**

1. Campers will pay on arrival if reservation has not been made prior to arrival.
2. There are no refunds.
3. Campers will bag their trash and place in camp trash cans for weekly pick-up.
4. Monitor Campers as they clean their campsite prior to departure.
5. Park speed limit is 10 MPH.
6. Quiet time throughout the park is from 11:00 PM until 8:00 AM.
7. No more than 2 cars overnight per campsite.
8. Camp manager approval needed for any stay over 2 weeks.
9. Camp manager may evict any camper for rules violation.
10. No Maintenance allowed on cars, vehicles, etc. on camper's sites.
11. No storage of vehicles allowed.

Date of Adoption: April 17, 2025

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President

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Clerk