

# Job Description

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Job Title: **Beach Club House Coordinator**

Hourly wage range: **E**

Status: Non-exempt                      Reports to: CEO

## **Primary Job Functions:**

Plan, Schedule, promote, orchestrate, and supervise Beach Club House activities for our camping public throughout the camping season. Offer card games, pot lucks and occasional family gatherings.

## **Job Requirements:**

- Must be at least age 18 years old and have an interest in working with mature adults
- Must enjoy card games
- Willing and able to work weekends and holidays Labor Day weekend through Memorial Day weekend; approximately 10 to 16 hours per week is required

## **Essential Duties:**

- Plan and supervise card games on Fridays, Saturdays, and Sundays
- Experience with various card games and the access to the rules for these games
- Maintain the Beach house in a clean and well-functioning manor

## **Other Duties:**

- Provide a friendly greeting and atmosphere for all guests and campers
- Provide participants with rules of the games and proper playing etiquette
- Provide activity schedules to the activity coordinator for publishing
- Provide follow up information to the newsletter editor on the activities such as game winners
- Notify CEO immediately of any incidences or circumstances that could potentially harm someone or the campground
- Report any building maintenance issues to the office
- Stay at the event or activity until all participants and guest have left and the Beach House is cleaned
- If entertainment is hired for a gathering, provide management with contracts, names and phone numbers of any outside entertainers coming into the campground and notify office and gate of any passes required upon their arrival and meet them at the gate and show them where to set up
- Establish and maintain effective working relationships with co-workers, management and the camping public.
- Attend training and develop relevant knowledge and skills as requested by management
- Be discreet and retain information about park business and our guests as confidential. Disclosure is to only those employees or specific individuals with a legitimate need to know

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## **Job Skills Needed:**

COMMUNICATION SKILLS - This individual must be able to read and speak English. They must be able to calmly explain the campground rules and correct inappropriate behavior.

MATHEMATICAL SKILLS This position will require the use of some mathematical skills.

MACHINE SKILLS: No machine skills are needed for this position.

INDEPENDENT JUDGEMENT: This position will require some independent judgment. The ability to assess emergency situations and respond accordingly is critical to this position. Individuals need to be observant and recognize when to contact the CEO regarding safety.

CRITICAL THINKING SKILLS: Individuals must be competent in analyzing a situation and addressing important issues as they arise. They must perform their responsibilities in a manner that keeps safety first.

PROFESSIONALISM: Individuals need to always respond with appropriate etiquette, politeness and professional demeanor when dealing with the camping public.

KNOWLEDGE: Knowledge of games and activities that are enjoyed by mature adults is important.

Education Requirements: High school graduate, a GED or documented educational equivalent is required. Certification in CPR or other life support training is desired.

## **Physical Requirements:**

Walking/Standing/Sitting - Needed to ensure a clean and enjoyable environment and orchestrate, and supervise Beach Club House activities. Standing on hard surfaces and some sitting will be involved with performing the job requirements.

Hearing – Good hearing is required to provide a measure of safety. The ability to distinguish calls for help is needed. Awareness of weather conditions and listening for thunder is needed to provide for timely evacuation when necessary.

Stooping or bending- The job may require stooping or bending to assist individuals and provide help at the activities.

Lifting- May be necessary to clean and maintain the Club House.