

JOB POSTING
Coronado Campground Host
Town of Bernalillo
Recruitment Period: *May 13, 2021 Until filled*

Location: Bernalillo, New Mexico
Department: Campground
Reports to: Campground Supervisor
Classification: Part-Time

Position Hours: Permanent/ Part Time
FLSA status: Non-exempt
Hourly Range: \$11.50

Summary of Position:

Under the direction of the Coronado Campground Supervisor, perform the duties of hosting visitors to the Coronado Campground. Duties may include greeting campers, providing information, preparing campsites for visitors, cleaning restrooms, and maintaining the campground.

The Campground Host is required to live on-site in their own Recreational Vehicle or Travel Trailer.

Essential Duties:

- The host will greet campers, answer their questions and orient them to their campsite.
- The host will help maintain campground - pick up litter, clean campsites after guests check out, replenish restroom supplies and assist in keeping the bathhouses clean
- The host must be accessible to campers for comments and complaints.
- The host must set an example by being a model camper practicing good housekeeping at all times in and around their assigned site and by observing all rules and regulations.
- The host will understand and explain - not enforce - park rules and regulations to campers.

Education /Experience:

Must have a high school diploma or general education degree (GED). One (1) year of related experience is preferred.

Conditions of Employment:

Must be able to pass a drug and alcohol screening.

Must possess and maintain a valid NM Driver License.

Must have excellent public relations and customer service skills.

Must be self-motivated, an independent worker and able to follow through on tasks with limited supervision

Must be willing to work flexible hours

Must live on-site in your own Recreational Vehicle (not provided)

Working Conditions:

Work is performed in an indoor and outdoor setting.

May be exposed to severe weather conditions and temperature extremes.

May be exposed to moving, heavy equipment.

Please send your completed application to:

Attn: Maria Santillan
Human Resources Director
PO Box 638
Bernalillo, NM 87004

Or email to: jobs@townofbernalillo.org

Or send by fax to: (505) 771-8626