



Wythe County Parks & Recreation
Rural Retreat Lake Campground and Pool
Job Description

Title:

Campground Clerk

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, 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 on projects when necessary.
- 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