

JOB DESCRIPTION
Beavers Bend Group Camp Park Assistant -Part-Time

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| 1. Little Dixie C.A.A | 2. Program: Beaver's Bend Group Camp |
| 3. Reports To: Group Camp Manager | 4. Title: Park Assistant – Part-Time |
| 5. Grade: 4 | 6. Date: May 2, 2018 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Non-Exempt |

JOB SUMMARY:

The Part-Time Beavers Bend Group Camp Park Assistant works under the direct supervision of the Group Camp Park Manager and assists in the daily operations of the Group Camps at Beavers Bend State Park.

DUTIES AND RESPONSIBILITIES:

1. To provide excellent customer service.
2. To provide a clean and visually pleasing Group Camp Park area.
3. To protect the assets of the park.
4. To maintain compliance with park rules in a friendly and informative manner.
5. To be a part of the Little Dixie Community Action team, representing the Group Camp and the agency in a professional and positive manner at all times.
6. Perform opening and closing procedure of the camp/s as directed by the Camp Manager.
7. Work with and under direction of the Camp Manager in Cabin Cleaning, Grounds Maintenance, which includes trash pickup, weed trimming, and mowing.
8. Perform minor and basic maintenance repairs where needed and as instructed by the Camp Manager.
9. Make Camp Reservations (if needed) under the supervision and guidance of the Camp Manager.
10. Advise Camp Manager of needed merchandise/supplies.
11. Report to Camp Manager any repair needs observed throughout the camps.
12. Prepare daily rental, cash, check, deposits and reports (If needed to do so under the supervision and guidance of the Camp Manager).
13. Must be willing to work irregular hours in addition to weekdays as needed (weekends, holidays, evenings).
14. Such other duties as assigned by the Group Camp Manager.

SUPERVISORY RELATIONSHIP:

The Part-Time Camp Assistant reports directly to the Group Camp Manager and performs no staff supervision.

QUALIFICATIONS:

1. Must be a Customer Oriented person with positive attitude.
2. High School Diploma or GED preferred.
3. Must possess a valid Oklahoma Driver's License.

4. Must be willing to submit to and satisfactorily pass a criminal background check, demonstrating evidence of a clear record, with suitability to work with vulnerable sector populations.
5. Other current certifications seen as advantageous include: CPR/First Aid Training.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs or ladders.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a cash register, calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 50 pounds.
6. Frequently must ascend/descend steps in and out of vehicles.
7. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.
8. Occasionally use power tools and ladder.
9. Occasionally need to haul debris and building materials.
10. Occasionally must work in outdoor weather conditions.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)