

Campus RV Park, Inc. Position Description

Date	February 28, 2023
Title	Manager
Education Requirements	Forty-eight hours of college credit, preferred
Experience Required/Desired	Minimum of eight to ten years successful and progressive management experience in a campground, hotel, resort, or an institution (school, health care facility, etc.). Must maintain a valid driver's license.
Immediate Supervisor	Campus RV Park, Inc. board president and board
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: Click here to enter text. <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	<p>The Campus RV Park is looking for a talented, motivated and detail-oriented individual to oversee the management of our approx. 4-acre facility. Located in the heart of historic Independence, Missouri, with numerous attractions within walking distance; the greater Kansas City area is within a short drive. The qualified individual for this position should have at least eight to ten years of management experience, preferably in a campground, hotel, resort, or an institution (school, health care facility, etc.). Responsibilities include but are not limited to: the management of operations, buildings and property repairs/maintenance, personnel and marketing.</p> <p>This position is responsible for the overall direction and operation of the Campus RV Park—in accordance with the Board of Director's vision, and owner's requirements and applicable City of Independence codes—in order to serve the needs of our guests. We have a no tobacco/alcohol/illegal drug/weapons/fireworks use policy for all owned properties and facilities and the successful candidate is expected to uphold this policy to all users and employees of the grounds.</p> <p>This facility offers 29 pad sites with full hookup (30 and 50 amp), an overflow electric only section, a bathhouse, laundry facilities and a shelter house for</p>
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	<p>group gatherings. Under the direction of the property’s Board of Directors, the Campus RV Park Manager is responsible for financial success through budgeting, analysis, marketing, guest reservations/registry, problem resolution, and property maintenance/cleanliness. Residence on the grounds is provided and is attached to the Park’s office—year-round residence on the grounds is expected. The Manager is expected to have a flexible schedule with the ability to work nights, weekends and holidays as needed.</p>
<p>Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i></p>	<ol style="list-style-type: none"> 1. Provide on-site leadership in the operation of the Campus RV Park. This includes the performance and management of operations (checking guests in and out and addressing their needs, filing city tax forms, recordkeeping, paying bills, etc.), facilities and grounds maintenance (mowing, grass/tree trimming, etc.) and equipment/building cleaning and repairs (minor plumbing and electrical, etc.). 2. Ensure that Board designated Campus RV Park policies, procedures and ethics are adhered to. 3. Lead by example by maintaining positive working relationships with employees and by working regularly alongside staff and performing tasks when staff are not available. 4. Work with the Campus RV Park board of directors to develop and implement improvement plans for the property. 5. Management objectives include, but are not limited to, safety for guests and employees, budget preparation and monitoring, analysis, marketing, maintenance of facility buildings and grounds, outstanding hospitality for guests, successful repeat business, expense control, revenue growth and a positive environment for guests and employees. 6. Be the primary phone contact for booking inquiries, guest needs assessment, maintenance and repair and its scheduling, advance booking follow-up, collecting payment, etc. 7. Uphold the sponsoring organization’s no tobacco/alcohol/illegal drugs/weapons/fireworks policy to all employees of the grounds. 8. Uphold the sponsoring organization’s no tobacco/alcohol/weapons, outside of their RV, to all guests of the grounds; no illegal drugs/fireworks on the grounds. 9. Repair, alter, and maintain a variety of tools and equipment. 10. Remove snow around Campus buildings using tractor with plow, snow blowers and shovels. 11. Operate lawn mowing and weeding equipment: mow and trim Campus property, trim trees, and remove dead trees and landscaping as needed. 12. Perform minor plumbing, electrical and building repairs. 13. Operate and secure equipment (tractor, mowers, chainsaws, power tools, golf cart, etc.). 14. Maintain accurate and comprehensive maintenance records of facilities and equipment. 15. Consistently clean guest common areas and equipment areas. 16. Responsible for all other duties that may be assigned.
<p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform</i></p>	<ol style="list-style-type: none"> 1. A commitment to ethical, moral and just business practices. 2. Excellent business management and hospitality skills, with attention to detail.

<i>job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	<p>3. Excellent communication skills: verbal, written and listening; provide front-line leadership for public relations and marketing efforts.</p> <p>4. Proficiency with the internet, Microsoft Office, and ability to quickly learn other software; expectations include recordkeeping, budgeting, analysis, establishing and maintaining a social media presence, and periodic updating of website.</p> <p>5. Understanding of the camping and hospitality industries.</p> <p>6. Physical ability to operate equipment and perform strenuous manual labor.</p> <p>7. Maintain a valid driver's license.</p> <p>8. Able to lift +/- 50 pounds.</p> <p>9. Able to sit for long periods, riding over uneven ground.</p> <p>10. Able to work in both hot and cold environments as needed or required to complete work assignments.</p> <p>11. Ability to live on the grounds in provided housing is required year-round.</p>
<p align="center">Supervisory Responsibility</p>	<p align="center"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>1 part-time staff member and 1 seasonal staff member, as needed.</p>
<p align="center">Other Duties</p>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<p align="center">Required: Background Check and Training</p>	<p>A background check is required. Employee is required to be a registered youth worker with Community of Christ or be able to register, and to complete anti-harassment training within 30 days of hire date. References will be asked to discuss your moral and ethical values, as they perceive them, leading to Registered Youth Worker Status with the governing organization, Community of Christ.</p>
<p align="center">Grade (To be filled out by Human Resource Ministries)</p>	<p align="center">N/A</p>
<p align="center">Ministerial Status (to be determined by Human Resource Ministries)</p>	<p align="center"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p>
<p align="center">Overtime Status (to be determined by Human Resource Ministries)</p>	<p align="center"> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt </p>