

# Campus RV Park, Inc. Position Description

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| <b>Date</b>  | February 2025  |
| <b>Title</b>   | Manager  |
| <b>Education Requirements</b>                                      | Forty-eight hours of college credit, preferred   |
| <b>Experience Required/Desired</b>                                 | Minimum of eight to ten years of 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.  |
| <b>Language Proficiency</b>  | English  |
| <b>Remote Eligibility</b><br><i>(can this position be remote?)</i> | No   |
| <b>Immediate Supervisor</b>  | Campus RV Park, Inc. board president   |
| <b>Employment Status</b>   | <input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week)<br><input type="checkbox"/> <b>Part Time</b> (20 hours or more per week)<br>List hours per week: <a href="#">Click here to enter text.</a><br><input type="checkbox"/> <b>Part Time</b> (under 20 hours per week)<br>List hours per week: <a href="#">Click here to enter text.</a> |

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| <b>Summary of Position</b><br><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 provide onsite management of our approx. 4-acre facility, located in the heart of historic Independence, Missouri.</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/marijuana/alcohol/illegal drugs/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 group gatherings. Under the direction of the property's Board of Directors,</p> |
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|   | <p><b>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.</b></p>  |
| <p><b>Essential Functions</b><br/> <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i></p>   | <ol style="list-style-type: none"> <li>1. Provide exceptional hospitality: check guests in and out and address their needs.</li> <li>2. Ensure that Campus RV Park policies, procedures and ethics are adhered to.</li> <li>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.</li> <li>4. Work with the Campus RV Park board of directors to develop and implement improvement plans for the property.</li> <li>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.</li> <li>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.</li> <li>7. Coordinate with bookkeepers to provide accurate data for entry, filing of necessary tax forms/payments, making timely deposits of cash and checks.</li> <li>8. Repair and maintain a variety of tools and equipment; maintain accurate and comprehensive maintenance records of facilities and equipment.</li> <li>9. Remove snow around Campus buildings using tractor/p Pickup with plow, snow blowers and shovels.</li> <li>10. Mow and trim Campus property, trim trees, and remove dead trees and landscaping as needed.</li> <li>11. Perform minor plumbing, electrical and building repairs.</li> <li>12. Operate and secure equipment (tractor, mowers, chainsaws, power tools, golf cart, etc.).</li> <li>13. Consistently clean guest common areas and equipment areas.</li> <li>14. Establish and maintain a social media presence and periodically update the website</li> <li>15. Responsible for all other duties that may be assigned.</li> </ol> |
| <p><b>Competencies/Skills</b><br/> <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p> | <ol style="list-style-type: none"> <li>1. A commitment to ethical, moral and just business practices.</li> <li>2. Excellent business management and hospitality skills, with attention to detail.</li> <li>3. Excellent communication skills: verbal, written and listening; provide front-line leadership for public relations and marketing efforts.</li> <li>4. Proficiency with the internet, Microsoft Office, and ability to quickly learn other software.</li> <li>5. Understanding of the camping and hospitality industries.</li> <li>6. Physical ability to operate equipment and perform manual labor.</li> <li>7. Maintain a valid driver’s license.</li> </ol>  |

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|  | <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> |
| <b>Supervisory Responsibility</b>  | <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>1 seasonal staff member, as needed.</p>   |
| <b>Other Duties</b>  | <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>                             |
| <b>Required: Background Check and Training</b>                               | <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.</p>   |
| <b>Grade</b><br>(To be filled out by Human Resource Ministries)              | N/A  |
| <b>Ministerial Status</b><br>(to be determined by Human Resource Ministries) | <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>  |
| <b>Overtime Status</b><br>(to be determined by Human Resource Ministries)    | <p><input checked="" type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Non-exempt</p>   |

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