



## Job Description

**Job Title:** Campground Attendant  
**Reports To:** Area Manager  
**Locations:** Sugar River Forest Preserve Campground  
**FLSA Status:** Seasonal  
**Wage Rate:** \$15/Hour

**PURPOSE.** Serves as an informational source to the public with respect to the campground, activities within the preserve, and community attractions. Represents the Forest Preserve District in a positive manner and maintains a working knowledge of rules and regulations in order to effectively communicate and educate campground customers. Processes Point of Sale (P.O.S.) transactions with campground customers, monitors reservations and campground activity. The typical season is mid-April to mid-November. Weekends and Holidays required, with scheduled hours falling primarily on Friday, Saturday, and Sunday, between 7:00am and 10:30pm.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Greets visitors, provides registration assistance, answers questions, communicates rules & regulations, receives comments, and distributes literature.
- Keeps track of occupied or vacant campsites. Registers campground customers; collects camping fees, utilizing a Point of Sale (P.O.S.) System, and submits reports to the Area Manager as directed.
- Sells firewood and enters fees into P.O.S. system. Restocks firewood from storage bin as necessary.
- Performs end of shift balance closeouts on the P.O.S. system and makes deposits into a drobox.
- Performs light maintenance tasks such as litter pickup on campsites, cleaning and stocking of outhouses, restrooms and showerhouse, and performs general housekeeping of the attendant building.
- Watches for and reports activities or conditions in the campground, which require immediate attention of the Area Manager, site maintenance staff or law enforcement.
- Alerts law enforcement or emergency personnel in emergencies.
- Maintains a working knowledge of and adheres to all risk management and safety programs and procedures.
- Maintains regular attendance and punctuality.
- Completes other duties as assigned.

**REQUIREMENTS.** The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to be on duty an average of 20-30 hours per week, the majority of these being on Friday, Saturday, & Sundays, including holidays (Memorial Day, July 4<sup>th</sup>, & Labor Day). Holiday work may fall on a weekday.
- Must be 21 years of age or older.
- Must have a valid driver's license.

**KNOWLEDGE REQUIRED FOR THE ROLE.** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work independently, effectively and safely. Ability to operate a Point of Sale (P.O.S.) system, a laptop computer with internet, and a mobile smart phone. Ability to count and tally daily receipts and cash. Must be able to interact with visitors in a friendly, effective and tactful manner. Ability to safely operate a pickup truck and/or a motorized golf cart.

**PHYSICAL DEMANDS.** Reasonable accommodation may be made to individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is routinely required to stand; walk; use hands to finger or handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must be physically able to walk over uneven ground and must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The employee is regularly exposed to outside weather conditions, insects, dust and dirt. The noise level in the work environment is usually moderate.

March 2023