

**City of Sault Ste. Marie
Aune-Osborn Campground
Seasonal Campground Attendant**

Job Title:	Seasonal Campground Attendant
Department:	Department of Public Works
Physical Classification:	Light/Moderate
Union:	N/A
Hours/Schedule:	20 Hours per week May 2022 through October 2022 Campground is open 7 days per week
Wage Class:	Non-Exempt, Seasonal
Salary:	\$11.00 - \$13.50 per hour

Mission Statement:

Aune Osborn Campground provides visitors with a campground facility that is family orientated, safe and well maintained. It is our mission to provide unparalleled customer service combined with the finest of campground amenities.

The Sault Ste. Marie's Aune Osborn Campground sits along 20 acres of waterfront property on the lower St. Mary's River. The park houses 100 modern camp sites. The office is open from 11:00 a.m. – 5:00 p.m. during the regular season of May 15th through October 15th.

Job Description:

Under the direction of the Recreation Coordinator; is responsible to maintain the campground operations, providing customer service, monitoring computer reservation system, performing maintenance activities as needed to keep all aspects of campground spaces maintained. Daily tasks will be coordinated with guests needs and the check-in /check-out schedule.

General Requirements:

The Summer Seasonal Campground Attendant must:

- Be able to legally work in the United States;
- Reside within 20 miles of the nearest boundary of the City of Sault Ste. Marie MI within thirty days of their employ;
- Not be less than 18 years old;
- Have obtained a high school diploma or equivalent;
- Possess a valid Michigan motor vehicle operator and maintain a good driving record;

- Satisfactorily pass a background investigation;
- Possess good written and verbal communications skills;
- Be able to stand, crawl, bend, twist, climb.

Specific Duties-Outdoors:

- **LAWN MAINTENANCE:** On a regular basis, mow, trim, and maintain campsites as necessary.
- **TRASH REMOVAL:** On a regular and daily basis, empty trash receptacles, cigarette ash containers, dog waste containers, and other various waste containers throughout the campground area. Thoroughly remove all litter from campsites, walkways and grounds.
- **GENERAL:** Ensure all tools and equipment are properly stored and doors locked at the end of each work day. Keep exterior work area in a safe and tidy condition.

Specific Duties Indoors:

- **OFFICE:** Greet walk-in guests, answer questions, and respond to guests needs. Manage phones, computer reservations, emails, money handling, and general office equipment on a regular and daily basis. Clean office and interior work areas as needed.
- **LAUNDRY ROOM, RESTROOMS AND SHOWER ROOMS:** On a regular and daily basis; clean restrooms, shower rooms, and laundry room. Stock restroom supplies as necessary. Report any equipment, plumbing, or maintenance problems to Recreation Coordinator.

Performance Requirements:

- Work after hours and on weekends as required.
- Be able to respond quickly to needs in the campground.
- Manage phones, computer reservations, emails, money handling, and general office equipment on a daily basis.
- Think creatively and problem solve.
- Act as an ambassador on the behalf of the City of Sault Sainte Marie by engaging in positive interaction with tourists, and employees on a regular and daily basis, in a courteous manner at all times. Report concerns/complaints to the Recreation Coordinator for resolution.
- Readily prepared to engage in manual labor, including cleaning restrooms, stocking supplies, lifting and carrying equipment, empty odorous trash, remove animal litter, and dress appropriately for the weather. Must meet the physical demands of the job.

- Complete all other duties as assigned by the recreation coordinator in a punctual manner.
- Engage in physically strenuous labor including standing, sitting, walking, climbing, balancing, stooping, crouching, crawling, communicating in person, by phone or radio, using manual dexterity to write, type and use tools or equipment; using sight and mobility to inspect and maintain work sites and perform necessary related work; and the strength, mobility, and dexterity to operate equipment, lift or move items of heavy weight, or access work sites.
- Be willing to be exposed to machinery and vibration, chemicals or fumes, high and precarious places or confined spaces, outside weather conditions, as well as loud noises.
- Be aware of and abide by all applicable safety regulations.
- Implement and follow the provisions of the City of Sainte Marie Citizen Service Philosophy.

The description above is intended to serve only as an illustration of the various types of work that may be performed by an individual serving in this capacity. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change. The City of Sault Sainte Marie is an ADA/EOE employer.