

**Ferry Beach Retreat & Conference Center
Seasonal Campground Attendant**

Job Description

HOURS/BENEFITS: This is a full time, non-exempt, seasonal position (June - September)

GENERAL: The Campground Attendant is responsible for the general upkeep of our Campground Area which includes keeping restrooms and public spaces clean, helping set-up and clean-up activities that take place.

The individual in this position is required to live onsite and must provide their own dwelling. Ferry Beach will supply the individual with an appropriate campsite for a camper, RV or tent. This individual is offered a discounted boarding package which includes all meals in our dining center.

Essential Duties:

- Set up Grove Office and maintain consistent hours
- Work with the registration team to coordinate arrivals and departures
- Sell ice in the office and monitor inventory
- Set-up chapel area for daily service and pick up after service
- Set up workshop areas and campfires as requested
- Keep restrooms clean and tidy
- Keep laundry room clean and organized
- Keep grounds picked up and raked
- Stock wood at firepit and in the rose pavilion
- Sweep off platforms and rake sites before guests arrive

Detailed Duties:

Office

- Create clean and welcoming office area for guests to go for information and to utilize as your station during working hours
- Work with the registration team to coordinate arrivals and departures of campers
- Sell ice to campers and conferees and monitor inventory.

Activities

- Set up chapel area for daily service
 - Have sound system on and tested
 - Clean, sweep and dry pews
 - Add additional chairs if there is a large group on campus
 - Set up Chalice and any instruments requested by spiritual leadership team
 - Keep chapel area swept and raked
- Set-up and Maintain Pavilion: Rose Pavilion is sometimes used for workshop space
 - Keep Pavilion area clean
 - Set up as requested for any workshops or events
 - Maintain stock of firewood for the wood stove

Cleaning

- Washhouses
 - Clean each washhouse thoroughly twice per day
 - Clean showers and mats
 - Sweep all floors
 - Scrub all sinks and toilets
 - Empty trash
 - Keep stocked with consumable items
- Laundry Room
 - Keep clean and organized
 - Wipe down machines
 - Dispose of lint
 - Empty trash

Grounds

- Memorial Garden
 - Keep clean and orderly
 - Keep pathways clear of leaves and debris
 - Keep benches swept off
 - Water plants
- Fire Pit
 - Keep Wood stocked and dry
 - Keep benches clean and orderly
- Campsites
 - Ensure tent platforms swept and sites raked when not occupied
 - Keep pathways clear of leaves, branches and debris

QUALIFICATIONS: To perform the job successfully, with enthusiasm and a passion for being outdoors and staying active. Must be able to perform each essential function detailed above, satisfactorily. Background check and random drug and alcohol testing may also be done.

EDUCATION and/or EXPERIENCE: Bachelor's degree in Arts or related field preferred. Experience working with and/or supervising groups of children preferred, but not required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Driver's License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to handle, or feel; reach with hands and arms; and talk; or hear. The employee is required to sit and stand. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. Must be able to lift 25 pounds.