



## Resighini Rancheria Job Description

**Job Title:** Campground Host  
**Department:** Administration  
**Reports to:** Executive Director  
**FLSA Status:** Non-Exempt, Seasonal  
**Salary:** GS 6/7 (\$20.00/hr.-\$27.30/hr.),

**Position Description:** The Campground Host is responsible for caretaking the Cher'ere Campground and RV Park and is required to live onsite. Caretaking includes maintaining the grounds and landscaping; conducting janitorial and basic maintenance duties; checking in and welcoming guests; and communicating with the Executive Director about operational, equipment, and other campground needs to improve/sustain high quality operations. The Campground Host is within the Administration and is supervised by the Executive Director. This position does not supervise anyone.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Under the guidance and direction of the Executive Director:

- Mow, trim trees, weed eat by machine and hand, and otherwise maintain grounds and landscaping.
- Clean restrooms, pavilion, and ensure all trash and debris is moved to dumpsters and otherwise picked up.
- Monitor functionality of all services, such as lights, electrical, sewage connections, and water spigots; perform minor repairs as able.
- Welcome and check in/out guests.
- Manage guest list and occupancies/vacancies daily with digital system provided by the Tribe.
- Keep Camp Host living quarters, Rental Cabin, and immediate area clean and orderly.
- Other duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**MINIMUM JOB QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have initiative to work independently to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A High School diploma or GED is required.
- At least two (2) seasons of similar host and/or maintenance experience.
- Must be able to operate small equipment, including but not limited to a lawnmower, weed eater, chainsaw, pole saw, power washer, and drill.
- Must have a friendly disposition and be willing to engage visitors.
- Must be able to work independently and maintain the campground to a high standard.
- Must have the ability to communicate clearly, both orally and in writing for purposes of



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correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.

- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must be a team player and be flexible to adapt to changing circumstances.
- Must possess the ability and desire to work with the Resighini Rancheria tribal community.
- Must be willing to travel as needed, including by airplane, to attend conferences and trainings.
- Must have basic computer skills.

### **PREFERRED JOB QUALIFICATIONS:**

- Knowledge of Yurok culture and language.
- More than two (2) season of similar hosting and/or caretaking experience.
- Ability to perform electrical, plumbing, and/or general contracting work.

### **CONDITIONS of EMPLOYMENT:**

- Position is considered a part-time position.
- Position is paid for 25 hours per week during the season, or as otherwise determined by the Tribe; this does not include work hours compensated with living onsite.
- The Campground Host is requested to live onsite in the Campground Host accommodations and must sign and adhere to the Tribe's Use and Occupancy Agreement.
- Position is frequently outdoors and must deal with varying weather and other outdoor conditions.
- All applicants are subject to the Tribe's Substance Misuse Policy and Procedures, including pre-employment screening.
- All applicants will acknowledge and abide by all Resighini Rancheria personnel and other policies and procedures.
- Preference will be given to qualified Native American Indian applicants subject to the Tribe's Tribal Employment Rights Ordinance.
- Must be able to navigate and hike in rugged and remote areas. The employee must occasionally lift and/or move up to 50 pounds.

By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.

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Applicant

Date

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Executive Director

Date