

TRIBAL PERSONNEL DEPARTMENT



JOB TITLE: Campground Assistant (Seasonal)
SUPERVISOR: Campground Manager
LOCATION: LDF Tribal Campground
POST DATE: May 1, 2019
CLOSING DATE: May 15, 2019

General Description: The primary responsibility of this position will be to assist campground and marina patrons with campsite reservations and purchases.

Qualifications. High school diploma or equivalent required. Previous office experience preferred. Previous experience working with the general public. Must be available to work weekends and holidays.

Salary: \$8.50 per hour.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Campground Assistant (Seasonal)

B. DEPARTMENT: Tribal natural Resource/Campground

C. SUPERVISOR'S TITLE: Campground Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position will be to assist campground and marina patrons with campsite reservations and purchases. Specific responsibilities include, but are not limited to the following:

1. Assist campground patrons to find available campsite upon arrival.
2. Assist with making and confirming campsite reservations by phone/person.
3. Sell concessions and fishing licenses.
4. Clean and maintain work areas.
5. Operate a cash register and reconcile at the end of the day closeout.
6. Maintain accurate accountability of the cash drawer.
7. Maintain open line of communication with customers.
8. Sell daily and seasonal boat ramp fees, bait sales.
9. Responsible for working in any other campground position, when appropriate.
10. Must be available to work weekends and holidays.
11. Maintain grounds and bath houses.
12. Perform all other duties as assigned by the supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** Occasional contact with employees and management staff of the organization.
2. **External:** Extensive communication with the general public.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Performs job duties and responsibilities receiving direction and supervision from campground manager.

F. EDUCATION: High School diploma or Equivalent is required.

G. EXPERIENCE: Previous office experience preferred. Previous experience working with the general public.

H. SKILLS: Good communication skills, written, verbal, oral and should also possess basic computer skills.

I. WORKING ENVIRONMENT:

- 1. Work Conditions:** Must be able to work indoors and outdoors.
- 2. Exposure to hazards:** No expose to hazards.
- 3. Physical Requirements:** Majority of position responsibilities include sitting, standing, lifting about 50 lbs. and operating office equipment.

F. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of Lake Superior Chippewa Indians requires the Campground Assistant to perform in a both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

G. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

H. SIGNATURES:

Employee Date

Manager Date