



Seasonal Employees Job Descriptions

Seasonal assignments may rotate among the employees depending on operational needs which provides for opportunity to work in different areas and experience a variety of tasks. Park Patrol, Office Clerical, and specialized maintenance are exceptions and assigned based on individual skills.

General Workcamper

- Assist with general maintenance including, but not limited to, minor repairs to roads, structures, basic plumbing, electrical, change light bulbs, paint structures and signs, bag ice
- Assist with general landscaping and campground beautification including, but not limited to, clearing and hauling brush, raking pine needles, maintaining drains and culverts
- Assist with Honeywagon responsibilities as assigned
- Clean and stock Comfort Stations and abides by checklist for daily and weekly assignments
- Fill Member's propane tanks
- Report hazardous conditions that cannot be repaired immediately to the Foreman or Manager
- Participate in de-winterizing and winterizing the campground
- Treats all Members, Guests and Employees in a professional and courteous manner
- Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee
- Assist with emergency evacuation as assigned
- Other duties as assigned

Office Clerical Assistant

- Register guests and support various member services such as process receipts, make change, distribute/receive member forms, monitor gate entry and phone
- Relieve Office Manager and/or Office Admin for lunch and/or breaks
- May be called upon to assist with filing, organizing documents, printing forms
- Immediately notify Park Manager, or in his absence, the Foreman, of any emergencies
- Treats all Members, Guests and Employees in a professional and courteous manner
- Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee
- Assist with emergency evacuation as assigned
- Other duties assigned as needed, which may include, but not be limited to, changing light bulbs, cleaning/ vacuuming Office and bathroom, bagging ice, sweeping cobwebs, dusting

Evening Office Clerical Assistant

- Monitor Gate and phone, assist with receipts and office tasks
- Vacuum, dust and generally clean the Office, Conference Room and bathroom every night
- Close the Office at 7pm, complete office tasks and then move to the Lodge until the end of shift. Continue to monitor the gate remotely with security phone
- Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee
- Treats all Members, Guests and Employees in a professional and courteous manner
- Assist with emergency evacuation as assigned
- Other duties assigned as needed, which may include, but not be limited to, changing light bulbs, stocking comfort stations, bagging ice

**Park Patrol**

- Each staff member assigned to Park Patrol may be assigned general tasks until 5:00pm
- Perform evening Park Patrols using Association provided vehicle to ensure the safety and security of the Park. Patrol times and routes will be varied and follow the instructions of the Patrol Checklist; abides by Checklist
- Immediately notify Park Manager, or in his absence, the Foreman, of any emergencies
- Bag ice and refill freezers
- Lock pool at 8:00pm, lock Harris Hall Lodge at 10:00pm following the instructions on the Patrol Checklist
- May be asked to relieve Clerical Assistant for break
- Other duties assigned as needed, which may include, but not be limited to, changing light bulbs, stocking comfort stations and/or other maintenance
- Participates in de-winterizing and winterizing the campground
- Treats all Members, Guests and Employees in a professional and courteous manner
- Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee
- Assist with emergency evacuation as assigned
- Other duties as assigned

Grounds Keeper, Pool and Lodge Attendant

- Operate equipment generally associated with the care and maintenance of Harris Hall Lodge, ballfield, the surrounding grounds and pool
- Must remain on Harris Hall premises at all times while on duty unless reassigned by management
- Pool Duties (Vacuum, remove debris from pool, adjust chemicals, clean/replace filters as needed, clean up and around pool). Clean up around the pool, putting away pool toys and equipment away and cleaning up the seating and tables.
- Lock and unlock the fenced pool area and enforce rules for usage of the swimming pool. Hours and rules of pool operation are as posted and established by the Board of Directors
- Monitor the ice making equipment and bags ice
- Visually inspects golf carts at the charging station for proper permits
- Report on any needed facility or equipment repairs to the Park Manager
- May make recreational equipment available to Members and registered guests
- Restocks vending machines
- Monitor supplies and requisition as needed
- Sets up and returns tables and chairs for special events and Board meetings
- Participates in de-winterizing and winterizing the campground
- Treats all Members, Guests and Employees in a professional and courteous manner
- Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee
- Assist with emergency park evacuation as assigned
- Other duties as assigned

**Lodge Attendant**

- Makes coffee at 8 am through noon for Members and Guests to enjoy
- Cleans up coffee area and removes and/or restocks supplies for the following day
- Restocks vending machines
- Responsible for the cleanliness, operation and maintenance of Harris Hall Lodge in its entirety including the laundry room and restrooms
- Committees or groups that have reserved the use of Harris Hall will be responsible for security, cleanliness, and equipment during such use
- Enforce hours and rules of pool operation as posted and established by the Board of Directors
- Remain on Harris Hall Lodge premises at all times while on duty
- Make recreational equipment available to Members and registered Guests
- Sets up and returns tables and chairs for special events and Board meetings
- Participates in de-winterizing and winterizing the campground
- Report any facility repairs needed to the Park Manager
- Monitor supplies and requisition as needed
- Immediately notifies management when Harris Hall Lodge and/or pool rules are not being observed by Members or their Guests
- Treats all Members, Guests and Employees in a professional and courteous manner
- Responsible and accountable for the care, cleanliness, condition and contents of any Association vehicle entrusted to Employee
- Assist with emergency evacuation as assigned
- Other duties as assigned