



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**Job Description:** Campground Host

**Non-Exempt:** Hourly worker and **Seasonal Summer Worker**

**Position Summary:**

Assist Campground Manager in overseeing daily activities at the campground, should live on site in an RV and be available to assist with guest needs after hours.

**Essential Job Functions:**

- Assist manager with day-to-day operations.
- Assist guests with problems and/or concerns.
- Live on-site and be available after hours as needed to assist guests.
- Be available to drive the guest shuttle for the Fondue or Musical.
- Have extensive knowledge of RVs
- Be able to use many different computer systems.
- Check guests in and out
- Help maintain bath houses, cabins, general store, and laundry facilities.
- Assist with the outdoor maintenance of the campground.
- Must learn knowledge of Medora and be able to assist guests.
- Sell tickets to many attractions around Medora.

**Other Responsibilities:**

- As assigned by the Campground Manager and Lodging Manager.

**ADA Requirements**

- Constantly
  - Visual acuity to determine accuracy, neatness and thoroughness of work assigned, close proximity use of computer software and determine safety of workplace surroundings for themselves and guests.
- Frequently
  - Standing
  - Walking
  - Bending Over
  - Reaching Overhead
  - Keeling
  - Balancing

- Pushing or Pulling
- Repetitive use of hands/arms
- Lifting more than 100 pounds
- Carrying more than 100 pounds
- Talking
- Hearing
- Occasionally
  - Sitting
  - Climbing
  - Crouching, Crawling or Stooping
- Environmental Conditions
  - Frequently working indoors in hot conditions.
  - Frequently outside working in hot, cold, and/or humid temperatures.
  - Frequently working around electrical power, sharp objects/tools, and heavy machinery.
  - Frequently around dust, odors, gases, and or fumes.
  - Continuously working with others
  - Occasionally working alone.

**Qualifications and Education Requirements:**

- Previous work in a campground preferred.

**Supervision:**

- This is not a supervisory role.
- This position reports to the Campground Manager and Lodging Manager.

\*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.\*