



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

### **POSITION ANNOUNCEMENT-SEASONAL (8 POSITIONS)**

**Position Title:** Camp Host  
**Department:** Mescalero Parks and Recreation  
**Employment Status:** Non-Exempt  
**Grade:** NE3

**Opening Date: March 09, 2020 -Closing Date: March 19, 2020**

#### **Job Summary**

Welcomes campers and guests in a courteous, efficient and friendly manner while assisting campers/guest with permits, information, fees, and checking in and check out.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### **Duties and Responsibilities**

- Provides telephone answering services, delivers mail, answers inquiries concerning travel routes, recreational facilities, scenic attractions and dining establishments.
- Accepts and enters reservations for upcoming stays.
- Checks campers in and out.
- Informs campers about park rules and regulations and the protection of natural resources.
- Notifies Conservation Officers or law enforcement of potential or actual problems.
- Assigns accommodations to campers.
- Resolves occupant complaints.
- Sells firewood.
- Sells camping and fishing permits.
- Performs light maintenance work around the campground such as litter pickup, sweeping, and stocking of restrooms.
- Responsible for operating the cash register, daily records and the proper handling of cash.
- Must live at the campground.
- Performs other duties as assigned.

#### **Minimum Qualifications**

- High School Diploma or GED.
- Customer service and cash handling experience.
- Lead or supervisory experience preferred.
- Must be 18 years of age or older.

- Must be able to physical get out and make rounds throughout the recreational areas.
- Must have a valid NM Driver's License.
- Must live at the campground during season.
- Must be willing to work evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of the park and surrounding areas.
- Knowledge of cash register operations, sales methods and techniques.
- Knowledge and Skill in providing and practicing outstanding customer service.
- Skill in accurately using a cash register and making change.
- Skill in providing outstanding guest service.
- Skill in utilizing reservation software.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to create, compose, and edit written materials.
- Ability to understand and follow oral and written instruction.
- Ability to work independently.
- Ability to maintain confidentiality.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee must lift and/or move up to 25 pounds.

### **Work Environment:**

Work is generally performed indoors and outside. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Must have reliable transportation. Travel within the reservation area. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.

Mescalero Apache Preference shall apply

Please Apply at:

The Department of Human Resources  
101 Central Ave.

Mescalero Tribal Administration

Applications must be filled out thoroughly and completed to be considered.