

Job Description

SEASONAL CAMP HOST

The Camp Host will be responsible for camp operations throughout the season. Must be able to communicate with monolingual (Spanish) tenants, register incoming tenants, assign rental units, collect rent, coordinate with other agencies, manage sub-contractors, answer telephone inquiries, enforce camp rules, identify maintenance needs, track and reconcile transactions on reports. Other duties will be assigned as needed.

HOURS / DAYS / SCHEDULE

Seasonal, Full-time, Monday through Friday from 12 p.m. to 8 p.m. Position to begin June 1st and to end November 30th

JOB REQUIREMENTS

- Must be 21 years of age or older
- Must be bilingual (Spanish)
- Must have valid driver's license
- Must have experience managing tenants
- Must be able to work independently with minimal supervision
- Must have basic computer skills
- Must have experience with Word, Excel, Copy, Fax, and basic math (addition, subtraction, multiplication, division, etc.)
- Will be required to take training for First Aid, Anti-Harassment, and Money Handling courses paid by the County

SALARY / WAGE / BENEFITS

\$13 to \$15.50per hour DOE

CLOSING DATE / DEADLINE

Position will remain open until filled or notified by employer

HOW TO APPLY

To apply online at Chelan County or call Edmundo Gonzalez at (509)679-1786 to arrange an interview. Email it to Edmundo at Edmundo.Gonzalez@co.chelan.wa.us

You can also apply online Work Source by clicking the Apply Now button in this job listing.