



## **POSITION ANNOUNCEMENT**

**POSITION:** RV Campground & Storage Supervisor

**DATE OPEN:** Immediately

**DATE CLOSED:** When filled

**SALARY:** \$67,000 to \$73,000/year, based on skills and experience

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals that bring in nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to providing family-friendly experiences at the Fairgrounds. Our team works to present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our county. As employees, we value inclusiveness, excellence, collaboration, innovation, positivity, team success, community and environment.

## **POSITION SCOPE:**

This full-time exempt position is responsible for day-to-day operations of our popular RV Campground and Storage facilities. This position supervises all interaction with RV and Storage clients at two RV Campgrounds and Storage areas.

## **YOU WILL:**

- Sell, book and schedule reservations for two RV Campgrounds and two RV storage facilities
- Manage all day-to-day operations of the campgrounds, including check-in and check-out guest management, conflict resolution and policy enforcement
- Evaluate and implement RV Scheduling software
- Train employees on customer service, company culture, RV Park procedures and software
- Assure campgrounds and storage areas are clean and supplies are organized
- Develop and foster working relationships with other departments (i.e. Maintenance, Grounds, etc.) to ensure services and beautification standards are met
- Process and maintain integrity of refunds and clear credits
- Develop and distribute monthly occupancy reports
- Report security concerns or noncompliance to Security department
- Maintain and manage store inventory
- Properly execute daily site check procedures
- Develop business strategy for long-term financial sustainability and growth
- Perform regular audits and surveys of storage and campground
- Moderate landscaping work such as picking up litter, raking leaves and striping lines
- Work closely with Accounting to produce accurate daily revenue reporting for Campgrounds and Storage Lots
- Other duties as assigned

## **YOUR KNOWLEDGE, SKILLS AND ABILITIES:**

- 1+ year experience working in the RV Industry
- Leadership ability and capable of motivating staff
- Excellent solution oriented customer service skills in person and over the telephone
- Strong analytical and administrative skills
- Proficiency in Microsoft word and excel
- Knowledge of RV Campground scheduling, RV's and power requirements
- Knowledge of RV Campground scheduling software
- Experience managing a team

- Ability to work independently as well as be a team player
- Strong ability to resolve conflict
- Ability to work weekends and some evenings
- Ability to accurately handle cash, credit, and check transactions
- Professional appearance and demeanor required

The Alameda County Fair Association is a non-profit organization that manages the Alameda County Fairgrounds with over 3 million people in attendance at over 200 events held each year. Home to the Annual Alameda County Fair and public and private events including larger consumer and trade shows, festivals, corporate events, concerts, graduation, picnics, weddings and other social events. The Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

**Please submit your resume:**

jobs@alamedacountyfair.com

By fax: (925) 426-5196

By mail: 4501 Pleasanton Ave., Pleasanton, CA, 94566 Attn: Riley Ringor

[main 925.426.7600](tel:925.426.7600) | [fax 925.426.7599](tel:925.426.7599) | [alamedacountyfair.com](http://alamedacountyfair.com) | 4501 Pleasanton Avenue | Pleasanton | California 94566