POSITION ANNOUNCEMENT

POSITION: RV Camp Host  
DATE OPEN: September 1, 2014  
DATE CLOSED: When filled  
SALARY: $12/Hour

POSITION SUMMARY:  
This position is under the general direction of the Events Manager. This position is responsible for the day to day operation for two Recreational Vehicle Campgrounds. It also requires the ability to work days, early evenings and weekends.

RESPONSIBILITIES:

- Take phone and in-person reservations  
- Process RV Guest Reservations in Campground Master and include the necessary paperwork  
- Take in money for reservations, RV dumps and other fees as appropriate  
- Inspect the Campgrounds daily for cleanliness, maintenance issues, and confirm everyone is in compliance with the Rules and Regulations  
- Monitor log in and out for restroom keys as well as their deposits  
- Work closely with the Administration office to insure reservations are correct  
- All other duties as assigned

REQUIRED SKILLS:

- Excellent customer service skills in person and over the telephone  
- Very good analytical and administrative skills  
- General office equipment knowledge  
- Strong computer/data entry skills  
- Strong communication skills  
- Able to working independently as well as being a team player  
- Confidentiality and a professional attitude

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 340 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: Majella Ringor