

Campground Caretaker (Year-Round Position)

Reports To: Campground Chairman

Additional Oversight: Personnel Chairman (or designee) and LAPOA Board of Directors

The Campground Caretaker is responsible for the day-to-day operation, maintenance, and administration of the Lake Arrowhead Property Owners Association (LAPOA) Campground. This year-round position ensures the campground, facilities, and common areas are clean, safe, and well-maintained while providing reservation management and member support.

- Year-round position.
- Start Date July 27th.
- Payrate \$16 per hour.
- Average of 2 to 2.5 hours per day during the camping season.
- Additional hours may be required based on campground occupancy, reservations, and operational needs.
- The shower house is open annually from May 15 through December 1.

Essential Duties and Responsibilities

- Coordinate and manage campground reservations.
- Maintain records of annual campsites and campground occupancy.
- Collect rental agreements, fees, and required documentation.
- Verify that campers and members are in good standing with LAPOA.
- Clean and maintain campground restrooms, shower house, pavilion, campsites, and common areas.
- Monitor campground conditions and report maintenance or safety concerns.
- Follow all procedures outlined in the Campground Best Practices Manual.
- Provide courteous assistance to members, guests, and campers.
- Perform other duties as assigned to support campground operations.

Qualifications

- Strong organizational and recordkeeping skills.
- Ability to work independently with minimal supervision.
- Reliable, dependable, and detail-oriented.
- Ability to perform light cleaning and maintenance duties.
- Effective communication and customer service skills.

This position offers an opportunity to help maintain a welcoming, safe, and enjoyable campground environment for LAPOA members and guests.