

## **Job Description**

### **Property Manager**

**Organization:** Arkansas Valley Adventure

**Primary Location:** Granite Outpost

**Schedule:** Full-time

**Target Start Date:** May 14, 2010

**Target End Date:** Sept 6, 2010

**Pay Rate:** \$10-\$13 hour + up to 12% end of season bonus based on mid-season and post-season evaluation

#### **Description:**

- Ensure that both properties (AVA North and South) are presentable preseason.
- Ensure that properties are clean, safe and highly presentable throughout season
- Set up a trash/recycling program and monitor over the course of season.
- Maintain campground pre and post guest arrival.
- Responsible for fixing maintenance and repair concerns (both guest and employee) in a timely manner as they arise throughout the season.
- Responsible for addressing major concerns by organizing and managing outside help if needed.
- Perform weekly walk through to maintain appearance.