

**NEW CASTLE CONSERVATION DISTRICT
EMPLOYMENT OPPORTUNITY**

CAMPGROUND MANAGER

Location: DNREC- Division of Parks and Recreation
Delaware Seashore State Park
39415 Inlet Road
Rehoboth Beach, DE 19971

Deadline: Until Filled

Salary: \$42,974.00

This is not a State of Delaware merit position. It is a one-year contractual position with the opportunity to work long term.

The New Castle Conservation District (NCCD), a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of Campground Manager with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Parks and Recreation – Delaware Seashore State Park.

JOB SUMMARY

The selected candidate will manage the day-to-day operations of the Delaware Seashore State Park campgrounds, which include 355 sites of various types, 2 registrar booths, and retail stores. The Campground Manager will hire, train, and schedule seasonal staff and hosts; oversee the camp store and registrar booths; oversee weekly orders for the retail areas; oversee inventory management; serve as a liaison to the public, clients, and staff regarding campground policies and procedures; inspect facilities and report issues to maintenance/management in a timely manner. Daily responsibilities are carried out with supervision from the Park Assistant Superintendent.

ESSENTIAL FUNCTIONS

Essential functions are fundamental, core functions and are not intended to be an exhaustive list of all job duties.

- Manages the daily operation of a year-round campground and a second seasonal campground which includes 355 sites, 2 registrar booths, and retail operations at Delaware Seashore State Park.
- Manages the campgrounds retail stores by scheduling and training employees on POS system, preparing revenue reports, maintaining proper inventory levels, ensuring stocking, maintaining contact with suppliers and ordering inventory on a weekly basis in conjunction with Retail Operations Manager.
- Uses knowledge of contract management.
- Manages both campgrounds' registrar booth by scheduling and training employees to ensure consistency in preparing revenue reports and camper registration/check-in process.
- Serve as the primary contact for patron concerns/issues; this includes after hours emergency calls and campground issues.
- Serve as liaison with the public, clients, staff, and others to exchange information and explain services, rules, regulations, policies, and procedures.
- Coordinate with vendors, staff, and volunteers to meet the needs of the campgrounds' patrons.
- Manage Volunteer Hosts in conjunction with the Volunteer Coordinator.

- Identify safety and maintenance concerns through daily monitoring. Work with Park Assistant Superintendent to resolve issues.
- Must be able to demonstrate responsibility, dependability, good communication and critical thinking skills.
- Perform additional duties as required.

JOB REQUIREMENTS

Applicants must have the following:

1. Six months experience working in natural resources, parks, or campground/hospitality management.
2. Six months experience in narrative report writing.
3. Knowledge of managing diverse activities in support of operational, project or program services.
4. Six months experience of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others: OR supervising through subordinate supervisors a group of professional, technical, and clerical employees.

CONDITIONS OF EMPLOYMENT

1. Applicants must be legally authorized to work in the United States. The Conservation District participates in the Federal E-Verify system to confirm you are authorized to work in the U.S. The Conservation District shall require verification of identity, validating you are lawfully permitted to work in the United States beyond a temporary period without employment-based sponsorship.
2. The Conservation District does not provide sponsorship for holders of H-1B Visas.
3. Direct Deposit of paychecks is required of all new employees.
4. 37.5-hour schedule; 8:00am to 4:00pm with some flexibility; Weekends/Holidays required.
5. Possession of a valid Driver's License is required (not suspended, revoked, cancelled, or disqualified from driving.)
6. Criminal Background Check: A satisfactory criminal background check is required as a condition of hire. The applicant may be required to pay for the criminal background check as part of the conditional offer of hire.

BENEFITS

The New Castle Conservation District offers a comprehensive benefits package, including: 37.5-hour work week, 9.5 hours per month of accrued vacation leave and 9.5 hours per month of accrued sick leave (prorated the first month of employment), and 11 paid holidays per year (holidays and floating holidays follow the State of Delaware schedule.) Health insurance and 401(k) are also included in the benefits package.

The New Castle Conservation District is an equal opportunity employer and values a diverse workforce.

TO APPLY

Please email cover letter, resume, and New Castle Conservation District Employment Application to:
 Jamie L. Willey, MBA
 DNREC District HR Manager
Jamie.L.Willey@delaware.gov
 (302) 608-5478

Employment Application may be downloaded from the Kent Conservation District Job Opportunities website: [KCD Website](#)