

## **Gatekeeper Job Description**

**The job of gatekeeper at SISCRA's Willow Creek Campground requires two persons. They will work an (8) hour shift (8 AM to 5 PM) four (4) days on and four (4) days off. The hours for the Gate House on Fridays will be from 9:00 a.m.to 9 p.m. so a split shift will be worked between the two people. A salary will be paid based on experience, a RV parking space will be provided and holding tank dumping. This is a four month position to begin on May 20, 2015 and ends on September 20, 2015. In case of an emergency, time off can be arranged.**

**The duties of the gatekeeper are as follows:**

1. To register all campers who come into the park with the forms provided by SISCRA.
2. Collect all money due for campground use and SISCRA membership.
3. Keep an account of the occupied campsites (space numbers) and dates of their registration and departure. Gatekeepers are to provide an account of all transactions.
4. To keep order in the park in as much as they are able. If the gatekeeper sees rules being broken, or are told of such, they may speak to the offender in a courteous way and try to correct the problem. When further assistance is needed, they should contact a Board Member.
5. At the end of the day, the gatekeeper must report accurate totals of the money taken in during that day, balance the cash register and record the results. Forms are provided for these procedures. The treasurer will keep permanent records for all transactions, but accurate reporting is the responsibility of the gatekeepers.
6. The gatekeeper should consult the executive committee of any problems they encounter. The President or Vice President has the final word as to the actions to be taken.
7. At the present time campers are allowed to select their own campsites with the exception of the reserved group areas. If the park is crowded, the gatekeepers may assign spaces to them.