

# SISCRA Willow Creek Campground

## Gatekeeper Job Description

The position of Gatekeeper at SISCRA's Willow Creek Campground begins a few days prior to park opening day and ends on park closing day. (Dates change each year and they will be announced annually). The position requires two teams who will each work four days and be off four days. Each team consists of two people who work an eight hour shift from 8 a.m. to 5 p.m. every day except Friday. Hours on Fridays are 8:00 a.m. to 6 p.m. A salary will be paid monthly based on experience. In addition, a RV parking space and holding tank dumping will be provided. Work days must be a mutual agreement between both teams. SISCRA provides all supplies.

### ***Duties of the gatekeeper:***

1. Register all campers into the Campground Master computer program.
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.
4. Keep order in the park in as much as possible. If the gatekeeper sees that rules are not being followed, 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, 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. Consult the executive committee of any problems encountered. The President or Vice President has the final word as to the actions to be taken.

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.