



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

POSITION DESCRIPTION

Position: Sleepy Hollow RV Park Manager

Salary: \$54,080 Annually - EXEMPT

Opening: Monday, March 20, 2023

Closing: Open Until Filled

SUMMARY:

The Quechan Indian Tribe is seeking an onsite person to live and manage the Sleepy Hollow RV Park located at 369 Algodones Road, Winterhaven, California, 92283. This position includes a bi-weekly salary in addition to, an in-kind contribution of RV Park services, (Trailer will be provided), with free RV Park Space, Water, Sewer, Trash, and Electrical Services.

BASIC FUNCTION:

The Sleepy Hollow RV Park Manager shall be under the direct supervision of the Tribal Administrator, and is responsible for the direct supervision of the Sleepy Hollow RV Park Maintenance and Security personnel, and the COVID-19 isolation area.

The RV Park Manager is responsible for the daily operation of the Sleepy Hollow RV Park in a professional, positive manner and maintains compliance with all RV Park rules, reservations, and monitors State, Local, and Territorial Governments on travel restrictions and must be willing to work irregular hours including weekends, holiday, and evenings.

DUTIES & RESPONSIBILITIES:

- Manage the day-to-day operations of the Sleepy Hollow RV Park including property, staff, and incidents that may occur.
- Be on-call at any time the business dictates.
- Maintain and increase occupancy of the Sleepy Hollow RV Park.
- Review and screen potential seasonal and annual applicants.
- Promote a positive attitude to overall guests, long-term residents, employees, and visitors.
- Ability to walk around, spot, and improve the overseen property.
- Collect rent and maintain an accurate book keeping system, account for all receipts, and make regular bank deposits.
- Will oversee maintenance, cleanliness and safety of rental spaces, restrooms, laundry facilities, recreation areas, landscaping, and infrastructure facilities.
- Ensures customers/residents receive a high level of service consistent with the Sleepy Hollow RV Park Customer Service philosophy.
- Will promote public relations with tenants and potential tenants and will handle complaints

in a timely manner.

- Respond promptly to guest needs and concerns while being pleasant, cheerful, and tactful.
- Provides accurate and timely reporting on a weekly basis, which includes weekly close-out sheets, deposit slips, petty cash summaries, and occupancy reports.
- Enforce the Sleepy Hollow RV Parks rules and regulations, follows all applicable safety procedure while promoting positive guest relations.
- Prepares end of the year goals and objectives for the following year to set up operational budget for the coming year.
- Provide recommendations for capital improvements or repairs, negotiate with subcontractors, or plan in-house work.
- Monitor State, Local, and Territorial Governments on travel restrictions in place, including testing requirements, stay-at-home orders, and quarantine requirements upon arrival.
- Coordinates training and development for Maintenance and Security Staff and ensures all staff members comply with appropriate policies and operational procedures in accordance with the CDC guidelines and OSHA requirements.
- Will supervise employees and establish work schedules for employees to insure all facilities are well maintained and operating properly.
- Hire, train, and continually evaluate on-site employee.
- Works with Tribal Administrator to quickly and effectively address issues which would adversely affect the operation of the Sleepy Hollow RV Park or guest satisfaction.
- Monitors monthly operating budgets and prepares monthly explanation of Sleepy Hollow RV Park variances.
- Oversees capital expenditure improvements.

QUALIFICATIONS:

- High school diploma or GED.
- AS in Business Management preferred and a minimum of two years of Property Management/RV Park experience including two years of experience of supervisory experience.
- Previous sales and leasing experience preferred.
- General knowledge of property maintenance.
- Ability to thrive in a fast-paced environment.
- Ability to work independently.
- Ability to handle and serve violation notices.
- Working knowledge of basic accounting principles.
- Must have basic computer proficiency, including email, and Microsoft Office Suite and Excel.
- Flexibility to respond to RV Park needs during non-business hours.
- Must have a valid driver's license and be insurable by the Quechan Indian Tribe.
- Must be able to supervise a variety of staff members in a constructive and professional manner.
- Must be capable of developing an operating budget and maintain operations of the Sleepy Hollow RV Park within that established budget.
- Must be able to communicate effectively both orally and in writing.

- Ability to manage the performance of routine maintenance of electrical, water and plumbing repairs, grounds keeping and landscaping procedures, and other maintenance functions throughout the Sleepy Hollow RV Park.

BENEFITS:

- 401(k) with a 3% company match upon meeting eligibility requirements.
- Comprehensive Medical and Prescription coverage with multiple plan designs that best meet the needs of you and your family.
- Comprehensive Dental Plan.
- Vision Plan.
- Employee Assistance Program
- Tuition Reimbursement Program providing financial support to employees who further their formal education.
- Paid Time Off including 14 holidays, vacation, personal, sick time, bereavement, and paid Jury Duty leave.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.