

Jobs Available

Current jobs available at
Port Susan Camping Club
are:

Finance Manager, Roadside Trimmer

&

Ranger

See following pages for job descriptions and a
printable application.

*** Email completed application and resume to -
Portsusanmgr@portsusancamping.com and
rebeccas@portsusancamping.com ***



PORT SUSAN CAMPING CLUB

Job Title: Maintenance Level #1 - Seasonal Roadside Trimmer

Job Purpose: Performs a variety of tasks in the maintenance and operations of buildings, grounds, roads, open spaces and recreations structures.

Reports to: Maintenance Manager

Salary Range

Level 1

\$18.00

Type of Position:

- Seasonal
- No Benefits
- Nonexempt

Hours

- Up to 40 hours per week.
- No overtime is expected, but may be required occasionally.
- May be required to work on Holidays, weekends and evenings.

GENERAL DESCRIPTION

- Weed eating and tree trimming from around roadside and common areas.
- Picking up garbage from all Venues and Centers as well as the Beach and Lake.
- Assisting others with site and street utility repairs and excavations.
- Road repairs and patching as needed.
- Pressure washing and cleaning of building exteriors.
- Traffic control and assisting other staff during park wide functions as necessary.
- Driving Park vehicles in a safe and thoughtful manor.
- Working in a public setting
- Projects and tasks as requested.

MINIMUM QUALIFICATIONS:

- At least 18 years old.
- Valid Driver's License.
- Pass background check.
- High School diploma or G.E.D.
- Able to multitask.
- Good physical condition. Able to lift 50lbs.
- Not afraid of heights.
- Able to work without immediate supervision.
- Able to work with cleaners and chemicals.
- Flexible hours and available in storm related emergencies

Employee Signature: _____ Date: _____



PORT SUSAN CAMPING CLUB

Job Title: Finance Manager

Job Purpose: To plan, develop and implement policies and procedures relating to all aspects of Accounting for the Port Susan Camping Club and Members.

Reports to: Park General Manager

Salary Range	Type of Position:	Hours
Salary: \$65,000 - \$75,000 <input checked="" type="checkbox"/> Benefits	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Non-Exempt	<ul style="list-style-type: none"> • 40 Hours per week • No overtime is expected, but may be required occasionally. • Candidate may be required to work on holidays, evenings, or Saturdays occasionally.

GENERAL DESCRIPTION

Key responsibilities and accountabilities:

- Oversees and maintain all Port Susan Camping Club Bank Accounts.
- Oversees Accounts Payable as required to avoid late fees.
- Oversees all Centers and Committees for Petty Cash, Check Requests and Bank Deposits.
- Maintain all Deposits at the Bank and in QuickBooks.
- Maintain all required Taxes, Forms and Insurance Coverage.
- Interact with Board of Director's Treasurer for Monthly Reports.
- Assist with developing the camp's budget
- Interact with Auditor for Yearly Audit.
- Month End Reconciliations
- Pursue personal development of skills and knowledge necessary for the effective performance of the role.

MINIMUM QUALIFICATIONS:

- Valid Washington State Driver's License.
- Experience in Accounting and Tax Procedures.
- Knowledge of QuickBooks Accounting Software and Microsoft Office Suite.
- Must be able to be contacted by phone.
- Pleasant attitude and neat appearance.
- HR knowledge required.

Employee Signature: _____ Date: _____

Revised 03/19/2024



PORT SUSAN CAMPING CLUB

Job Title: Ranger – Full Time/Part Time

Job Purpose: To safeguard Port Susan members, their guests and their property in accordance with the rules and Regulations' established by the Board of Directors within the framework of the 1996 By-Laws, in a Member-friendly manner.

Reports to: Park General Manager

Salary Range

\$18.00 - \$20.00

Type of Position:

Full Time

Part Time

Nonexempt

Hours

- May be required to work up to 40 hours per week, possible split shifts.
- No overtime is expected, but may be required occasionally.
- May be required to work on Holidays, weekends and evenings.
- Expected to perform all duties of full-time Rangers and Head Ranger.

MINIMUM QUALIFICATONS:

- At least 21 years old.
- Valid Washington State Driver's License.
- Bondable.
- High School diploma or G.E.D preferred.
- Upon request, provide references of dependability and good work habits.

MAJOR ACTIVITIES:

- Be an Ambassador of Good Will to everyone in the Park at all times.
- Be completely familiar with Park Rules and Regulations and the provisions of the By-Laws and Settlement Agreement.
- Diplomatically ensure that all Park rules and regulations for the use of Park facilities and activities are followed by all members and their guests and that they use these facilities in an appropriate manner. Write clear and concise warning and violations when appropriate.
- Develop and maintain a comprehensive knowledge of Park streets, roads and facilities.
- Be fully prepared to quickly and efficiently escort emergency and law enforcement vehicles to member sites and control emergency situations as required.
- Provide on-site assistance for Members including First Aid and/or CPR as required.
- Perform Roving Patrols in the Park to safeguard Members, their guests and their property in accordance with current operating procedures.
- Provide gate traffic surveillance to safeguard Members, their guests and their property in accordance with current operating procedures.
- Log and validate visitor passes to ensure only Member-approved guests are permitted in the Park.
- Enter significant events in the Ranger Log which may impact the safety and security of the Park.
- Understand and enforce the gate card system to monitor site usage in accordance with current operating procedures.
- Monitor water system pump houses and booster stations.
- Check and secure all buildings and Salt Water Beach each night and open each location every morning as appropriate.
- Regularly check all comfort stations and storage lots to prevent vandalism and damage.
- Investigate Problem Reports and complaints filed by Members as directed.
- Record and deliver messages for Members as requested.
- Perform wellness checks for Members as requested.
- Keep the front gate and rate gate Ranger Base clean and neat, and police the areas around the entrances and throughout the Park.
- Assist other organizational units as requested.

Job Title: Ranger – Full Time/Part Time

Job Purpose: To safeguard Port Susan members, their guests and their property in accordance with the rules and Regulations' established by the Board of Directors within the framework of the 1996 By-Laws, in a Member-friendly manner.

Reports to: Park General Manager

- Other duties as assigned.

Employee Signature: _____ **Date:** _____

Revised 04/27/2020

Port Susan Camping Club

12015 Marine Drive

Tulalip, WA 98271

Phone - 360-652-7520 Fax - 360-652-9238

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

APPLICATION FOR EMPLOYMENT

Are you currently bound by any contract or agreement that would legally prevent you from being employed with us?

Yes No

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Cell Phone ()
	City	State	Zip	Email Address
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year: _____			Social Security #:
	Position Desired			Pay Expected: \$
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			When will be available to begin work? _____
	Other special training or skills (languages, machine operation, etc.)			

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Membership in Professional or Civic Organizations (Exclude those which may disclose your race color religion or national origin)

EMPLOYMENT

1	Company Name	Telephone ()
	Address	Employed – (State month and year) From: _____ To: _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	Job Title and Describe Your Work _____	Reason for leaving

2	Company Name	Telephone ()
	Address	Employed – (State month and year) From: _____ To: _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	Job Title and Describe Your Work _____	Reason for leaving

3	Company Name	Telephone ()
	Address	Employed – (State month and year) From: _____ To: _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	Job Title and Describe Your Work _____	Reason for leaving

4	Company Name	Telephone ()
	Address	Employed – (State month and year) From: _____ To: _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	Job Title and Describe Your Work _____	Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number (s) _____ Reason _____ _____

MILITARY	Did you serve in the U.S. Armed Forces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", in what Branch?
Describe any training received relevant to the position for which you are applying. _____ _____			

DO NOT ANSWER ANY QUESTION IN THIS SECTION UNLESS THE BOX IS CHECKED

The information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination based on age, citizenship and disability. The Laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status and sexual preference.

<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			<input checked="" type="checkbox"/> Are you a U.S Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>			
<input type="checkbox"/>			<input checked="" type="checkbox"/> Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, Employment is subject to verification of age.
<input checked="" type="checkbox"/>	Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," describe in full.		
<input checked="" type="checkbox"/>	State names of relatives and friends working for us, other than your spouse.		
<input type="checkbox"/>			
<input type="checkbox"/>			

S I G N A T U R E	The information provided in this Application for Employment is true, correct and complete. If you employ me, any misstatement or omission of fact of this application may result in my dismissal.	
	I understand that acceptance of any offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.	
	_____ Date	_____ Signature

FOR EMPLOYER'S USE ONLY

R E F E R E N C E C H E C K	Employer	Person Contacted	Results
	1		
	2		
	3		
	4		

T E S T R E S U L T S	Tests Administered	Raw Score	Rating	Analysis and Comments

I N T E R V I E W R E S U L T S	Interviewer Name and Comments	