

JOB OPENING ANNOUNCEMENT

Job Title: Resort Manager

Reports To: SEO Business Board

Department: DDRV

Job Vacancy: YAN-19-011

Status: Regular; Full-Time

Starting Wage: DOE

Opening Date: 02/11/2019

Closing Date: 03/01/2019

POSITION DESCRIPTION:

As Resort Manager you will have the responsibility for the operational aspects and the continued profitability of the resort community and will serve as the day-to-day point of contact for visitors and residents. You will be on call 24 hours a day and will be in charge of everything for administrative, activities, marketing property maintenance. Ensuring a positive atmosphere and provide leadership, demonstrate the ability to passionately and effectively lead team of motivated, happy hardworking, customer service orientated staff.

QUALIFICATIONS:

- Knowledge of business and management principles involved in strategic planning, human resource, leadership techniques and coordination of people and resources.
- Knowledge of principles for providing customer services. This includes customer needs assessment quality standards for services and evaluation of customer satisfaction.
- Knowledge of accounting principles and practices and reporting of financial data.
- Knowledge of administrative and clerical procedures ad systems such as Word and Excel. Managing files and records, designing forms and other office procedures and terminology.
- Judgment and decision making, considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time management, managing one's own time and the time of others.
- Knowledge of staffing: recruiting, interviewing, selecting, hiring and promoting employees in an organization.

DUTIES AND RESPONSIBILITIES:

- Providing direct oversight and management of the RV Resort and assisting with developing and implementing short term and long term strategies for the RV Resort.
- Implementing business operation plan and policies and procedures.
- Directing the security, safety and risk management practices of RV Resort.
- Attract new customers and guests through active marketing, excellent customer service and adding value to the living experience of our residents.

- Addressing and coordinating maintenance and landscaping needs.
- Inspecting buildings, grounds and facilities on a regular basis to ensure conformance to high operational standards.
- Preparing contract forms, obtaining signatures, recording customer data, collecting payments, and make reservations.
- Arranging for outside services such as; propane delivers, trash, pool cleaning.
- Attend monthly Business Board meetings or as many as required by the Board.
- Complete daily, weekly, monthly reports.
- Communicate issues or deficiencies to Business Board for prompt resolutions and or corrections.
- Must be able to meet all financial or managerial deadlines.
- Creating, implementing and managing all special events and related agreements for the RV Resort.
- Developing the annual Operating Budget and plans for maintenance and capital improvement projects, research for the capture of any additional revenues.
- Directing the training and indoctrination of workers to improve work performance and acquaint workers with company policies and procedures.
- Scheduling of Camp workers year round.
- Must be able to be innovative and self- motivated, to learn Reservation system, and POS system,
- Must be able to obtain State Food Handlers Card and CPR.
- Ensuring legal compliance of Alcohol sales/ licensing, must be able to pass background for liquor license.
- Must have valid Arizona Driver's License and must be insurable with the Yavapai-Apache Nation Insurance and remain insurable for the duration of employment.
- Must be able to work weekends and Holidays. Any and all other duties that may be required.

**How to apply: Please submit your resume and application to:
 Yavapai-Apache Nation / Human Resources
 2400 W. Datsi / Camp Verde, AZ 86322
 P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

