



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Youth Camp General Manager
DEPARTMENT: Administration
CLASS: Full-Time, Exempt
SALARY: Depending On Experience (Range \$45,000 to \$55,000/year)
OPENING: September 14, 2016
CLOSING: September 27, 2016

POSITION SUMMARY:

Under the guidance of the Administration Department and the general supervision of the Chair or Vice-Chairman, the Youth Camp Manager will be responsible for managing the 40-acre Hualapai Youth Camp which includes a 30-room Bunk House, a Pavilion, a Laundry/Restroom building, a five-space RV Park, a softball field, and ancillaries. The Youth Camp General Manager will establish operational and use policies, develop a budget, schedule activities with other tribal departments and tribal organizations and promote the use of the Youth Camp to outside entities.

ESSENTIAL FUNCTIONS:

- Ability to follow simple oral instructions and follow through with successful results.
- Ability to direct staff and solve problems.
- Greet and register guests, answer inquiries pertaining to hotel policies and services, and resolve occupants' complaints.
- Inspect facilities for cleanliness and appearance.
- Ensure a high level of customer and personal services via customer needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.
- Monitor the revenue and expense activity of the facility and create an annual budget.
- Develop a facility operating plan including policies for operations and customer use.
- Create and implement a marketing plan, which includes an overall strategy and customized tactics, to promote the use of the Youth Camp to third-party clientele.
- Ability to use Microsoft Office software to enter data, process information and create reports.
- Proficiency with social media and e-mail.
- Ability to use point of sale software and facilities management software such as Anand Systems ASI FrontDesk; Execu/Tech Systems HOTEL Premium; TCS Hotel Software Guest Tracker; UniResMan.
- Ability to foresee and purchase necessary supplies and other goods and services to properly maintain and operate a 40-acre Youth Camp.
- Submit weekly reports to tribal administration.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in hospitality management or equivalent.
- Any combination of training, education or experience which demonstrates the potential to perform the duties of the position including knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of people and resources.
- 2-3 years of prior experience in operating a recreational vehicle park, outdoor recreational facility, lodge or motel.
- Must be in good physical condition and able to lift at least 30 pounds.
- Must possess a Valid Driver's license and be eligible for tribe's insurance
- Must submit to and pass a pre-employment and random drug/alcohol screening

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities