



# Kampgrounds of America Job Description

**Job Title:** Recreation Lead  
**Department (3 letter code):** OAK      **Reports to:** General Manager or Designated Supervisor  
**FLSA Status:** Exempt  Non-Exempt   
**Supervisory Responsibilities:** Yes  No   
**Travel:** Yes  %      No  **Revision date:** 8/1/2025

## Summary:

The Recreation Lead (RL) is responsible for planning, organizing, executing, and leading recreation activities at the campground such as arts and crafts, games, sports, dramatics, music, social activities, hobbies, and themed weekends. The RL is an enthusiastic, outgoing, creative leader who enjoys working with people of all ages. This position provides a mix of free and for-pay activities to improve ancillary income. This position is a highly visible, customer centric position that requires strong interpersonal customer service skills.

## Essential Duties and Responsibilities:

- Coordinate and supervise all preparations for events from start to finish.
- Create and execute a detailed events calendar that cohesively supports the campground, and guests of all age ranges. Events and recreation schedule are uploaded regularly to koa.com.
- Create supply lists and procure vendors as needed.
- Take pictures of activities and obtain necessary photo release documentation for all individuals in photos.
- In coordination with the marketing department, prepare fun and engaging social media posts.
- Coordinate, prepare and purchase all food and beverage items, equipment, awards, and entertainment as needed for each event.
- Maintain and clean recreation equipment and facilities.
- Greet new arrivals to activities, introducing them to other participants, explaining rules, and encouraging their participation.
- Explain the rules of activities and instruct participants at a variety of skill levels
- Enforce safety rules to prevent injury.
- Modify activities to suit the needs of specific groups.
- Administer basic first aid if needed and notify emergency medical personnel when necessary.
- Organize and set up the equipment used in recreational activities.
- Manage activities schedule to ensure adequate staffing to support the event and the guests' needs.
- Maintain high standards of professionalism, customer service, quality and cleanliness while promoting an atmosphere of fun.
- Aid AGM with hiring and training a diverse team and updating management on team performance.

## Non-Essential Duties and Responsibilities:

- This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

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## Required Education and Experience:

- High School Diploma or equivalent.
- Conversant in English language
- Decision-making ability.
- Excellent communication, collaboration, and delegation skills with ability to manage conflict.
- Ability to motivate, lead and develop a diverse team.
- Strong working knowledge of recreational activities.
- Comfortable in a fast-paced and high-pressure environment.
- Ability to read and maintain a budget.
- Ability to maintain confidentiality.
- Able to work nights, weekends, and holidays.
- Valid driver's license.

## Preferred Education and Experience:

## Physical Demands and Working Conditions:

- Work is performed indoors and outdoors and may involve exposure to varying weather conditions
- Must be able to lift and carry up to 10 pounds regularly, lift or carry up to 25 pounds or more occasionally with assistance.
- Ability to bend, stoop, kneel, crouch, climb, push, pull, reach overhead and move safely over uneven terrain.
- Use of repetitive motion, standing, bending, sitting, lifting, and walking.
- Noise levels may be moderate to loud.
- May be exposed to dust, pollen, grasses, landscaping, and various chemicals and moving mechanical equipment.
- Use of personal protective equipment required where necessary.
- Will experience occasional interruptions and shifting priorities.
- Valid driver's license required, this position may be expected to drive a motorized vehicle which requires close and distance vision, sitting, seeing and reading signs, traffic signals, etc.

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**Print Employee Name**

**Employee Signature**

**Date**