

## **Mallo Camp Manager Position**

Full Time Position available for Mallo Camp Manager

**Required:** Must live on premises, housing provided.

**Salary:** \$35,000 - \$40,000 DOE

**Hours:** 40 Hours a week (+)

**Benefits:** Health Insurance, Paid Holidays, Vacation

### **Maintenance Duties:**

General Repairs, Building Maintenance, Grounds Keeper/Litter removal, Snow Removal, Pond Maintenance, Maintain Equipment, Clean Water and Wastewater Treatment Operator.

### **Administrative Duties:**

Take Camp Reservations, Maintain schedule of users, Train/Oversee temporary employees, Maintain daily logs, Motel Rental-Fee Collection-Record Keeping, Attend Board Meetings, Public Relations, Camp Promotion, Maintain/update web page.

Please submit resumes and/or applications to the Weston County Clerk's Office, 1 West Main, Newcastle, WY 82701 on or before September 6, 2024 at 4:30 pm. A complete job description is available through the County Clerk's Office upon request.