



## **Overview:**

Rio Viento is a private family owned and operated RV Park that was built to serve as a premier camping location for wind sports enthusiasts and others looking to experience all the recreational activities the Sacramento Delta has to offer. In addition to providing an ideal location for travel and work throughout the Bay Area. We are located on Sherman Island adjacent to the Sacramento River, where the Delta meets the Bay in Rio Vista, California.

We are seeking an experienced couple to co-manage a ~70 space RV Park. As a management couple, you will be responsible for overseeing all the day-to-day activities of our RV Park. Each couple works ~3.5 days per week.

Must be able to reside in own RV (~2013) - Our park has the standard 10 year policy but we do allow older rigs based on approval.

## **Our Mission:**

- To create an exceptional, quiet, clean, and secure RV camping experience.

## **Qualifications:**

- Previous Park management experience preferred or equivalent management/maintenance experience
- Computer proficiency
- Reservation system experience
- Basic mechanical / electrical / plumbing knowledge
- Ability to work with lawn / landscaping equipment
- Ability to work independently & communicate with a diverse range of people.

## **Office Responsibilities**

- Give complete instructions about the park /promote a safe, clean and friendly park environment
- Open Office from 9am-6pm
- Management of Short-Term and Long-Term Reservations (Firefly Reservation System)
- Filing Rental Agreements and other documents
- Managing Arrivals / Departures
- Managing Gate Access
- Collect Payments and Log Electric Meter Reads
- Enforcing Rules / Regulations including evictions
- Greet and Register Visitors
- Answer telephone, respond to emails, receive package deliveries
- Monitoring after hours phone calls from guests
- Cleaning of office and surrounding area
- Ordering Office / Park Supplies
- Maintaining Processes and Procedures

## **Park Sites & Facilities Responsibilities**

- Emergency Response
- Cleaning & Maintenance of Office, Community Tent, Sites, Garbage Area, Levee, Dog Park & Restrooms
- Preparing sites for Arrivals / Departures
- Overall rounds of the park and levee
- Mitigating weeds and bugs throughout the park
- Beautifying the park (mowing, picking up debris, trimming trees, blowing roadway)
- Prepping / moving Garbage and Recycle bins on pick up days

**Compensation/Benefits:**

- Full hookup 50 amp site + electricity
- Salary
- Wi-Fi
- On Site Laundry
- Contract length negotiable

Please submit your resume to [riovientorvpark@gmail.com](mailto:riovientorvpark@gmail.com)

Check out our website at <https://rioviento.com/> for more information about our park.