



Greenheart Exchange

Work and Travel Program

Employer Information

Sun Communities dba Seaport RV Resort

Industry: Camp/Outdoor Work
Number of Employees: 11
45 Campground Road
Address: Old Mystic, CT 06372
[View Map](#)
Company Web Site: <https://www.sunrvresorts.com/resorts/new-england/connecticut/seaport/>
Total positions available:

Potential positions: Resort Housekeeper, Guest Services Coordinator, Activities Assistant
Average number of work hours: 35-40
Average number of work days: 5
How often do you pay employees? Twice a month
Please indicate the level of English required: Excellent
Job benefits, bonuses, or incentives offered by your company (if any): Transportation at times is provided by a staff member of Sea Port, transportation will be planned in advance. Full access to the resort and amenities, including bocce ball, pickle ball, WiFi, etc.
Greenheart: Yes
Additional Hiring Requirements: Not applicable

Housing, Meals and Transportation

Housing provided by employer: I guarantee housing

Description of housing: Four participants will be housed in two travel trailers, two participants in each trailer. There is one set of bunk beds and a bedroom in each unit. There is one bathroom, living area, and kitchen in each as well. The trailers are stocked with linens, pots, pans, utensils, dishes, refrigerator, and microwave. Laundry facilities are on-site as well. If a participant resigns they need to vacate housing within 24 hours of their last shift. As resignations are pre-planned they are responsible for making their own arrangements. If participants are terminated they need to vacate within 24 hours of termination.

Housing costs: \$0 per day

Required To Use Housing:

Meals included or No

subsidized:

Description of included or subsidized meals:

Participants may receive free meals at picnics or community events throughout the season. However, day to day meals will not be provided.

Approximate cost of transportation:

\$0(one way)

Jobs Available

Job Type: Housekeeper	Requirements and Job Description
# of openings for this Season: 2	Non-smoker: No
Wage: 12.00/per hour	Swimmer: No
Dress Code: Casual	Ski: No
Dress code details: A Sea Port t-shirt or polo shirt will be provided at no cost. Participants must supply their own khaki (tan-colored) shorts or pants and close-toed shoes for work.	CPR Certified: No
	Lifeguard Certified: No
	Gender Preference:
	Age requirement?
	Greenheart participants are at least 18 years old

Job description

1. Cleans, sanitizes, and stocks kitchen areas with paper products as needed. Ensures all tables and chairs are clean and functioning properly. 2. Cleans and sanitizes appliances to ensure they are free of food particles, mold and mildew. Defrosts freezer as needed. 3. Cleans and sanitizes bathrooms, ensuring they are well lit, and places rubber mats down to ensure safety. 4. Follows all established safety procedures and precautions. Reports all unsafe or hazardous conditions, incidents, accidents, and/or defective equipment to their manager. 5. Ensures that the general property appearance is well maintained and orderly. 6. Ensures all floors are swept, mopped, waxed, and buffed as needed. 7. Ensures that all windows and screens are clean and functioning properly. 8. Maintains washers and dryers by wiping surfaces, removing lint, etc. 9. Ensures all offices are clean and neat. Empties trash containers as needed. 10. Ensures all vents and filters are cleaned and changed as needed. 11. Other duties as assigned.

Job Type: Customer Service	Requirements and Job Description
# of openings for this Season: 1	Non-smoker: No
Wage: 12.00/per hour	Swimmer: No
Dress Code: Casual	Ski: No
Dress code details: A Sea Port t-shirt or polo shirt will be provided at no cost. Participants must supply their own khaki (tan-colored) shorts or pants and close-toed shoes for work.	CPR Certified: No
	Lifeguard Certified: No
	Gender Preference:
	Age requirement?
	Greenheart participants

are at least 18 years old

Job description

1. Greets and establishes rapport with guests, current and prospective residents. Fields resort comments, suggestions, and complaints to the RV Resort Manager. 2. Performs general administrative functions such as answering phones, typing, photocopying, faxing, filing, responds to various emails. 3. Collects and posts resident security deposits, processing fees, rent, inspection, application or other miscellaneous fees in Yardi; records in the proper accounts and issues receipts. 4. Makes collections calls for site rental payments as directed by the RV Resort Manager. Submits bad debt files to collections. 5. Processes resident move-ins and move-outs in accordance with the Operations Manual. 6. Completes and maintains resort records, reports, and files in accordance with the Operations Manual. 7. Prepares and distributes resident and resort communications such as rule reminders, violation notices, rent increase letters, delinquency notices, eviction paperwork, lease addendums and renewals. 8. Assists with accepting guest reservations in person and via phone. 9. Ensures office supplies are sufficiently stocked and prepares supply orders as needed. 10. Assists with planning and coordinating guest and resident relation events and activities within the resort. 11. Assists with the preparation of marketing materials including brochures and flyers that pertain to homes for sales (new, pre-owned and brokered), resort events, and other resort-related information as directed by the RV Resort Manager. 12. Assists prospective residents by checking the status of Sun Homes Inventory. Reviews new and pre-owned home listings, shows homes to prospective residents, and assists with rental applications at the discretion of the RV Resort Manager. 13. Reviews and codes invoices and statements for the RV Resort Manager approval. 14. Forwards Sun Homes customer service requests to the Resort Manager in a timely fashion. 15. Other duties as assigned.

Job Type:	Activities Host	Requirements and Job Description	
# of openings for this Season:	1	Non-smoker:	No
Wage:	12.00/per hour	Swimmer:	No
Dress Code:	Casual	Ski:	No
Dress code details:	A Sea Port t-shirt or polo shirt will be provided at no cost. Participants must supply their own khaki (tan-colored) shorts or pants and close-toed shoes for work.	CPR Certified:	No
		Lifeguard Certified:	No
		Gender Preference:	
		Age requirement?	
		Greenheart participants are at least 18 years old	

Job description

1. Coordinates, and attends all activities such as, picnics, sporting events, dances, and dinners. 2. Sets-up and cleans-up after events. 3. Promote a fun and relaxing atmosphere for guests. 4. Be a role model for Sun standards and reputation. 5. Helps to maintain a sheet tracking attendance for each activity. 6. Assists with training Activity department team members and volunteers. 7. Assists with distributing weekly newsletter to resort residents and guests. 8. Ensures all equipment and supplies are kept in good condition. 9. Other duties as assigned.

