



CCI Greenheart

Work and Travel Program - Employer Information W&T-Summer

Sun Communities Inc DBA Cape May KOA

Start Date Range: 5/15/2017 - 6/15/2017

End Date Range: 9/5/2017 - 9/15/2017

Industry: Camp/Outdoor Work

Number of Employees: 40

669 Rt. 9

Address: Cape May, NJ 08204

[View Map](#)

Company Web Site: <http://koa.com/campgrounds/cape-may/>

Total positions available: 10

Potential positions: Resort Groundskeeper, Resort Housekeeper, Resort Maintenance Technician, Activities Assistant, Resort Pool Attendant, Resort Lake Attendant

Average number of work hours: 40-50

Average number of work days: 6

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 Todd Randle or a Cape May KOA staff member. Participants receive full access to the park, pool, lake, and activities. Free Internet is also provided. Participants may receive free meals at picnics or community events. However, day to day meals are not provided.

Greenheart: Yes

Additional Hiring Requirements: Not applicable.

Housing, Meals and Transportation

Housing provided by employer: I guarantee housing

Description of housing: There are 4 park models (manufactured homes) which are fully furnished. 2-3 participants will be housed in each one. Each has a furnished kitchen (with dishes, utensils, appliances, etc.), 1 bedroom (bunk beds & 1 twin bed), 1 sleeping loft, 1 pullout sofa bed, 1 bathroom and a living room. Linens and towels are included. There is no additional cost for housing.

Housing costs: \$0 per day
Required To Use Housing:
Meals included or subsidized: No
Description of included or subsidized meals: Participants may receive free meals at picnics or community events. However, day to day meals are not provided.
Approximate cost of transportation: \$0(one way)

Jobs Available

<p>Job Type: Park Attendant # of openings for this Season: 3 Wage: 9.50/per hour Dress Code: Uniform Dress code details: Cape May KOA T-Shirts will be provided. Khaki (tan) pants or shorts & closed-toed shoes or boots for work.</p>	<p>Requirements and Job Description</p> <p>Non-smoker: No Swimmer: No Ski: No CPR Certified: No Lifeguard Certified: No Gender Preference: Age requirement? CCI participants are at least 18 years old</p>
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Job description

1. Ensures the resort is presentable and inviting and that it adheres to Sun's curb appeal standards. 2. Ensures trash/debris is picked up daily from common areas and streets on a daily basis. Empties common area trash containers as needed. 4. Completes minor repairs to rental homes and facilities as needed. Examples include: changing a light bulb, unclogging a toilet with a plunger, tightening a loose doorknob. 5. Cleans resort amenities including clubhouses, tennis courts, pickle ball courts, resort offices, restrooms, laundry areas, bath houses, and maintenance garage. 6. Maintains vacant sites, including strap-downs and removal of trash and debris. 7. Inspects tied down RVs, park models, and mobile homes for cleanliness, rust, damage, and other problems prior to permitting their sale. 8. Completes checklists of physical condition of resort sites prior to and after guest occupancy. 9. Reports all maintenance issues and concerns while performing daily duties. 10. Ensures common area lawns are manicured appropriately. Regularly treats for weeds, weed whips, rakes leaves, plants flowers/shrubs, spreads mulch/woodchips/stones, trims shrubs and hedges, cuts down and removes tree limbs damaged by adverse weather conditions, and performs other lawn care services as necessary. 11. Inspects irrigation system regularly to ensure it is working properly, repairs as necessary. 12. Inspects playground area and equipment, pool/spa area, and recreational amenities to ensure everything is in good condition, making minor repairs as needed. 13. Ensures resort streets and public access routes are free of hazards. 14. Maintains resort pool(s), tests chemical levels, and adjusts appropriately, where applicable. 15. Maintains resort vehicles and equipment. Examples of this include ensuring the vehicles have fuel/oil, and that they remain in a clean and sanitary condition at all times. 16. Answering questions for guests, assisting with events, setting up activities.

Job Type: Housekeeper
of openings for this Season: 2
Wage: 9.50/per hour
Dress Code: Uniform
Dress code details: A Cape May KOA t-shirt will be provided for free. Participants must supply their own Khaki (tan) shorts or pants and close-toed shoes for work.

Requirements and Job Description

Non-smoker: No
Swimmer: No
Ski: No
CPR Certified: No
Lifeguard Certified: No
Gender Preference:
Age requirement?
CCI participants are at least 18 years old

Job description

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

Job Type: Park Attendant
of openings for this Season: 2
Wage: 9.50/per hour
Dress Code: Uniform
Dress code details: A Cape May KOA t-shirt will be provided for free. Participants must supply their own Khaki (tan) shorts or pants and close-toed shoes for work.

Requirements and Job Description

Non-smoker: No
Swimmer: No
Ski: No
CPR Certified: No
Lifeguard Certified: No
Gender Preference:
Age requirement?
CCI participants are at least 18 years old

Job description

1. Ensures the resort is presentable and inviting at all times and that it adheres to Sun's curb appeal standards. 2. Ensures trash/debris is picked up daily from common areas and streets on a daily basis. Empties common area trash containers as needed. 4. Completes minor repairs to rental homes and facilities as needed. Examples of minor repairs include: changing a light bulb,

unclogging a toilet with a plunger, tightening a loose doorknob. 5. Cleans resort amenities including clubhouses, tennis courts, pickle ball courts, resort offices, restrooms, laundry areas, bath houses, and maintenance garage. 6. Maintains vacant sites, including strap-downs and removal of trash and debris. 7. Inspects tied down RVs, park models, and mobile homes for cleanliness, rust, damage, and other problems prior to permitting their sale. 8. Completes checklists of physical condition of resort sites prior to and after guest occupancy. 9. Reports all maintenance issues and concerns that may be identified while performing daily duties. 10. Ensures common area lawns are manicured appropriately. Regularly treats for weeds, weed whips, rakes leaves, plants flowers/shrubs, spreads mulch/woodchips/stones, trims shrubs and hedges, cuts down and removes tree limbs damaged by adverse weather conditions, and performs other lawn care services as necessary. 11. Inspects irrigation system regularly to ensure it is working properly, repairs as necessary. 12. Inspects playground area and equipment, pool/spa area, and other recreational amenities to ensure everything is in good condition, making minor repairs as needed. 13. Ensures all resort streets and public access routes are free of hazards. 14. Maintains resort pool(s), tests chemical levels, and adjusts appropriately, where applicable. 15. Maintains resort vehicles and equipment. Examples of this type of maintenance include ensuring the vehicles have fuel/oil, and that they remain in a clean and sanitary condition at all times.

Job Type:	Activities Host	Requirements and Job Description	
# of openings for this Season:	1	Non-smoker:	No
Wage:	9.50/per hour	Swimmer:	No
Dress Code:	Uniform	Ski:	No
Dress code details:	A Cape May KOA t-shirt will be provided for free. Participants must supply their own Khaki (tan) shorts or pants and close-toed shoes for work.	CPR Certified:	No
		Lifeguard Certified:	No
		Gender Preference:	
		Age requirement?	
		CCI participants are at least 18 years old	

Job description

1. Plans, coordinates, attends, and supervises all activities such as, picnics, sporting events, dances, and dinners. 2. Sets-up and cleans-up after events. 3. Helps to maintain a tracking sheet to monitor attendance, vendor utilization, income, and expenses for each activity. 4. Assists with ensuring all invoices are paid in a timely manner; documents all payments. 5. Assists with training Activity department team members and volunteers. 6. Assists with producing a calendar of events for the next calendar season, while ensuring to stay within budget expectations. 7. Assists with preparing the weekly newsletter and distributes to resort residents and guests. 8. Helps with and organizes fundraising activities to support the department. 9. Maintains accurate office and activity supply inventories. 10. Ensures all equipment and supplies are kept in good condition. 11. Other duties as assigned.

Job Type:	Pool Operator	Requirements and Job Description	
# of openings	1		

for this Season:

Wage: 9.50/per hour
Dress Code: Uniform
Dress code details: A Cape May KOA T-Shirt will be provided. Participants must supply their own Khaki (tan colored) shorts/pants & shoes for work.

Non-smoker: No
Swimmer: No
Ski: No
CPR Certified: No
Lifeguard Certified: No
Gender Preference:
Age requirement?
CCI participants are at least 18 years old

Job description

1. Tests and balances pool chemicals. Documents as required by state and local regulations. Tests water and adds chemicals as needed. 2. Monitors and adjusts pool temperature as directed. 3. Cleans and vacuums pool. Cleans skimmer baskets. Back wash's pool filters. Skims pool with skimmer as needed. 4. Monitors individuals entering and leaving the pool area. Ensures state capacity is not exceeded. 5. Ensures pool bathrooms are clean, stocked with supplies and free of standing water. 6. Ensures all posted pool rules are being adhered to. 7. Ensures safety equipment is present and in working order. Check first aid kit for needed supplies on daily basis. 8. Sweeps pool deck and all surrounding areas daily. 9. Straightens pool furniture regularly, ensuring that furniture is clean and in working order at all times. 10. Cleans clubhouse and surrounding common areas as needed. 11. Gardens and pulls weeds in commons areas as needed. 12. Other duties as assigned.

Job Type: Water Park Attendant
of openings for this Season: 1
Wage: 9.50/per hour
Dress Code: Uniform
Dress code details: A Cape May KOA T-Shirt will be provided. Participants must supply their own Khaki (tan colored) shorts/pants and shoes for work.

Requirements and Job Description

Non-smoker: No
Swimmer: No
Ski: No
CPR Certified: No
Lifeguard Certified: No
Gender Preference:
Age requirement?
CCI participants are at least 18 years old

Job description

1. Monitors beach recreation items such as volleyball equipment and water boat's and ensures capacity is not exceeded. 2. Ensures all posted lake rules are being adhered to. 3. Ensures safety equipment is present and in working order. Check first aid kit for needed supplies on daily basis. 4. Maintains beach area by ensuring trash is picked up and lake chairs are straight. 5. Ensures beach recreation equipment remains clean. 6. Collects and logs money. 7. Other duties as assigned.