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| Department: Employment and Training | Job Description |
| Job Description Title: Home Again RV Park Manager | FLSA Status: Non-Exempt |
| Accountable To: Department Director | Position Status: \$10.85 ph. Up to 40 hours per month, on call evenings & weekends. Tiny house & utilities provided. |
| Prepared By: Personnel Officer | Revision Date: April 6, 2026 |

CAPNM is an Equal Opportunity Employer

Job Summary:

Primarily evenings and weekends, supervise the operations of the park, including check-ins and check-outs, enforcing park rules, and maintaining facilities and grounds to ensure cleanliness and safety. The Park Manager will be able to have other employment Monday – Friday between 8:00 – 5:00

Essential Duties and Responsibilities:

Guest relations and customer service, reservations, maintenance and groundskeeping.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- High School diploma of equivalent
- Experience working with people from various socio-economic and educational backgrounds
- Working knowledge of computers and general office equipment
- Good interpersonal, written and verbal skills
- Well-organized
- Must possess and maintain valid Montana driver’s license
- Must possess proof of and maintain personal auto insurance

- Must be insurable under CAPNM's auto liability insurance per insurance carrier's requirements

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional sitting, frequent standing and walking
- Some bending, stooping, crawling and squatting
- Full use of hands and arms
- Frequent repetitive movement, especially with hands and arms
- Grasping
- Some keyboard use
- Lifting, carrying, pushing or pulling up to 60 lbs. intermittently
- Normal hearing both in conversation and with a telephone
- Frequent speaking in a clear and understandable manner
- Good close, distant and peripheral vision
- Work in a field and office environment with moderate noise levels sometimes in confined spaces
- Occasionally works with hand and power tools
- Exposed to outdoor working conditions including snow, rain, extreme cold and extreme heat
- Some exposure to both wet and slippery conditions
- Work requiring frequent attention to high detail
- May work alone
- Some exposure to offensive language, angry clients and threats
- Some exposure to annoying odors
- Ability to operate yard tools / equipment

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

These employees understand argument is counter-productive and broad involvement by all parties concerned improves even the best business practices. They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.