



# RECREATION RESOURCE MANAGEMENT of AMERICA

DEDICATED TO MANAGING AND PROTECTING RECREATIONAL & NATURAL AREAS FOR FUTURE GENERATIONS

## Dear Applicant:

Thank you for your interest in Recreation Resource Management of America, Inc. (RRM of America) and our employment opportunities. Below is a brief outline of information and basic positions available within our company.

## INFORMATION

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RRM of America is a private company that works under contract with the United States Forest Service, Arizona State Parks and County Park agencies. RRM of America provides management and maintenance services in these various recreational areas. This includes providing management and maintenance services in campgrounds, day use areas, visitor centers, lake access areas and trailheads. Additionally, we operate camper supply stores and rent boats. The majority of the projects we manage are open seasonally, generally May to October and range in location from Arizona to Colorado.

## EMPLOYMENT OPPORTUNITIES

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The majority of personnel within our company serve as Campground Hosts. Other positions include Management Staff, Maintenance Staff and Summer Wood Yard Workers. Currently, we have employment opportunities in Arizona and Colorado. We take applications year-round and work with applicants in providing the best location and position within our company. Further information is outlined below:

- **Campground Hosts** - Our Camp Host program is designed to employ people who enjoy outdoor recreation, meeting new people and assisting in operating recreational sites with employment to fulfill that goal. Hosts are usually individuals with skills and/or interests who will assist in performing a variety of functions. They will work under direct supervision of RRM of America Management team and will be used within their capabilities to perform specific types of duties. These positions, although operating under a manager, function independently. Hosts must possess good communications skills, good manners and a helpful attitude. Hosts may be required to maintain administrative records, receipts, use data, revenues, forms, maps, brochures, etc. as they relate to the campground. In addition, hosts must be able to perform routine maintenance that include manual labor consisting of day-to-day maintenance and cleaning of campsites and toilet facilities. These routine tasks include: servicing restrooms, cleaning tables, fire rings and campsites, lawn mowing, weed-eating, leaf blowing, minor repair such as replacing signs, posts, painting tables, etc.
- **Maintenance Technicians** - The primary objective of a Maintenance Technician is to promote care of campgrounds and other use areas by cleaning and performing maintenance to grounds, facilities and equipment. Maintenance personnel must possess basic skills in maintenance and repair abilities. They are responsible for day-to-day heavy maintenance of a recreation complex. Responsibilities include, but may not be limited to, cleaning and servicing toilets, cleaning campsites, repairing and maintaining facilities, performing litter patrol and hauling garbage within assigned areas, raking, weed-eating, leaf blowing, etc. Sometimes, specialty maintenance is required. This may be plumbing, carpentry, etc., type skills. Periodically there are needs for personnel with experience in operating well systems and sewage treatment plant systems.
- **Summer Hires/Wood Yard** - The summer hire positions require workers to split and bag firewood for use in the campgrounds. This position may require the use of wood splitting machine, moving of 50 pounds or more on a daily basis and other general clean up duties. This position can be contingent on Forest Service restrictions due to weather or fire conditions.
- **Other Opportunities** - Other opportunities include Management positions. This would include the management of a recreation complex, including personnel management, financial responsibility, purchasing, etc.
- **Compensation & Amenities** - Traditionally USFS Campground Hosts were volunteers in exchange for services and duties. RRM of America will provide a campsite, utility hook-ups (where available), provide compensation and worker's compensation insurance. Compensation will be provided and varies depending on responsibilities, use and/or size of recreation facility, hours required, etc. Employees will be provided with training, uniform apparel, nametags and all necessary equipment and supplies.



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## EMPLOYMENT APPLICATION

Fill out an application today! Please "check" any and all positions in which you are interested.  
Our office will work with you on job openings and opportunities.

### PLEASE RETURN COMPLETED APPLICATION TO:

RECREATION RESOURCE MANAGEMENT OF AMERICA, INC.  
5925 Wagon Wheel Lane  
Lakeside, AZ 85929

or FAX (928) 537-8380 or EMAIL [jobs@rrmofa.com](mailto:jobs@rrmofa.com)  
CALL (928) 537-8888 if you have any questions.

### POSITION INFORMATION (please print or type clearly)

#### POSITION DESIRED (please check all that apply):

- ☐ CAMP HOST    ☐ MAINTENANCE  
☐ MANAGEMENT    ☐ SUMMER/WOOD YARD  
☐ OTHER (List) \_\_\_\_\_

#### LOCATION DESIRED (please check all that apply):

- ☐ BIG LAKE RECREATIONAL AREA (AZ)  
☐ GUNNISON NATIONAL FOREST (CO)  
☐ GRAND MESA NATIONAL FOREST (CO)  
☐ UNCOMPAGHRE NATIONAL FOREST (CO)  
☐ SHOW LOW LAKE CAMPGROUND (AZ)  
☐ SAWTOOTH NATIONAL FOREST (ID)  
☐ CUSTER NF/BEARTOOTH REC AREA (MT)  
☐ CARSON NATIONAL FOREST (NM)

### PERSONAL INFORMATION

NAME: \_\_\_\_\_  
(First - Middle - Last)

DO YOU POSSESS A VALID DRIVER'S LICENSE? ☐ YES ☐ NO (Manager's Use Only: Drive RRM of A Vehicles: ☐ YES ☐ NO)

DATE OF BIRTH \_\_\_\_\_

#### Partner

NAME: \_\_\_\_\_  
(First - Middle - Last)

DO YOU POSSESS A VALID DRIVER'S LICENSE? ☐ YES ☐ NO (Manager's Use Only: Drive RRM of A Vehicles: ☐ YES ☐ NO)

DATE OF BIRTH: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### CONTACT INFORMATION

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

### EMPLOYMENT AND SKILLS INFORMATION (please print or type clearly)

Have you ever worked or applied for employment with us before? ☐ YES ☐ NO If yes, when? \_\_\_\_\_

Are you at least 18 years of age? ☐ YES ☐ NO Will you accept part-time employment? ☐ YES ☐ NO

Will you accept seasonal employment? ☐ YES ☐ NO If yes, from \_\_\_\_\_ to \_\_\_\_\_



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## EMPLOYMENT APPLICATION *continued*

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, or national origin, sex, age, or disability (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). Recreation Resource Management of America, Inc. & USDA are equal opportunity providers and employers.

### BUSINESS or PERSONAL REFERENCES (please print or type clearly)

List persons who have first-hand knowledge of your work performance in the last 3 years or can provide a character reference.

NAME & ADDRESS	PHONE	OCCUPATION	RELATIONSHIP
1.			
2.			
3.			

### OTHER INFORMATION (please print or type clearly)

Are you able to perform the essential duties and tasks of the position for which you are applying? ☐ YES ☐ NO

If "NO," please describe the duties and tasks that cannot be performed: \_\_\_\_\_

Please list any additional information that relates to your ability to perform the job for which you have applied, such as special training, hobbies, languages, etc. \_\_\_\_\_

Have you ever been convicted of a Felony within the last 7 years? ☐ YES ☐ NO If yes, please explain below: \_\_\_\_\_

(Conviction will not necessarily disqualify applicant for employment)

### ACKNOWLEDGEMENT (please read carefully)

I hereby certify that the information contained in this application form and in any supplemental attachments is true and correct to the best of my knowledge and that I have not knowingly withheld any information that might adversely affect my chances for employment. I understand that any misrepresentation, falsification or material omission of material fact on this application or on any supplemental attachments used to secure employment shall be grounds for rejection of this application or for discharge if I am employed, regardless of the time lapsed before discovery.

I hereby authorize Recreation Resource Management of America, Inc. to investigate my references, work and character references and other matters related to my suitability for employment. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Recreation Resource Management of America, Inc. as well as from the use or disclosure of such information by Recreation Resource Management of America, Inc. or any of its agents, employees or representatives.

I understand and agree that if employed, the employment will be "at will." That is, either I or Recreation Resource Management of America, Inc. may end the employment relationship at any time, for any reason. I understand that receipt of this application by Recreation Resource Management of America, Inc. does not imply employment and that this application and/or any other Recreation Resource Management of America, Inc. documents are not contracts of employment. Nothing contained in the application or conveyed during an interview that may be granted is intended to create an employment contract between Recreation Resource Management of America, Inc. and me and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by a designated representative of Recreation Resource Management of America, Inc. and me.

**Applicant's Signature:** \_\_\_\_\_  
(please sign, date and fax to (928) 537-8380)

**Date:** \_\_\_\_\_



1. What type of RV unit will be used by applicant? (5th Wheel, Travel Trailer, Motorhome, Other). Please describe size and type below. If possible, please provide a photo of your RV unit.

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2. Can your RV unit be self-contained? If not, then list the utilities that are required (electric, water, sewer). Utilities may be limited in certain locations and sometimes not available.

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3. Will you have an additional vehicle? ☐ YES ☐ NO If yes, please state type:

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4. Do you plan on having a pet? ☐ YES ☐ NO If yes, please state number, type and habits:

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5. Are you limited to the number of hours you can work? (please describe)

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6. Are you willing to clean campsites and toilets? Why do you feel that cleaning these facilities are important?

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7. What does "Customer Service" mean to you?

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8. How did you learn about applying with Recreation Resource Management of America, Inc.?

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PLEASE ATTACH ANY ADDITIONAL INFORMATION THAT WILL HELP US ASSESS YOUR QUALIFICATIONS

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(please sign, date and fax to (928) 537-8380)