

Campground Office Assistant -- Part-time

This position is the front line and first point of contact with the Treasure Lake KOA guests and Cayman property owners. As such, the Campground Office Clerk must maintain a high level of quality customer service. The Campground Office Assistant must strive to effectively resolve complaints, issues, and questions prior to referring them to campground management. This position comes in contact with confidential information and must strictly observe all confidentiality policies of the TLPOA.

Application may be obtained at this website or by visiting the Treasure Lake Property Owners Association Office at 329 Towne Center Circle, DuBois, PA 15801, Monday - Friday, 9:00am-5:00pm

Treasure Lake provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.