



NORMANDY FARMS

family camping resort

Thank you for considering Normandy Farms Camping Resort for your workamping experience. With so many great parks to choose from, we know the decision can be challenging. Allow us to share our appreciation of the workamping contribution. From spring through fall, we employ a staff of about 100. Many of our team members are new to camping and we have found that with your input and knowledge of RVing, you prove to be a valuable addition to our award-winning team. Workampers are generally mature, self-motivated, and reliable. Over the years, this experience and insight has proven beneficial for other employees and guests alike.

Why Normandy Farms? Aside from enjoying your working hours in a modern, clean and beautiful setting, your time off can be filled with day trips to Boston, Cape Cod, Newport and so many other extraordinary destinations found only in New England. Live and work at a resort chosen as Workamper Park of the Year and join a team that returns year after year where you'll feel more like a part of a family than just an employee.

We offer a number of benefits to our Workampers. For the 2012 season, we will be asking Workampers to work 16 hours per site, per week, during the 10 week summer season to offset the cost of the site. During the spring and fall and beyond the 16 hours during the summer, you will be paid \$8.00 per hour. We offer a full-hookup site whenever possible. If one isn't available, we will pump your tanks on a weekly basis. There are telephone connections available at your site by contacting the local telephone company. You are also welcome to use all the amenities of the park with visitors admitted at no charge. We would prefer nonsmokers and well-behaved pets. We are looking for Workampers from May 1st through October 31st. You will have approximately 20-25 hours during May and part of June while we train. In the summer season, hours are approximately 30-35 with two days off. During the fall, the hours are the same as the spring as our weekends are very busy. Commitments for length of employment may vary depending upon the arrangement made with your supervisor.

Positions are available in various areas, as you will see described on the following pages. We think the ideal candidates are couples who like to stay active and enjoy making new friends. You will find that Normandy Farms operates at a much faster pace than most other parks. All positions are constantly demanding in regards to swiftness and activity. Shifts include morning and evening hours, during the week and on weekends. We cross-train our employees so your skills can be utilized in a multitude of areas. If you choose to work inside, you may want to know that most of our buildings are air conditioned for your comfort. Someone working outside should keep in mind that summers in New England can bring humid temperatures, which is perfect weather for a dip in one of our four pools. All positions require physical agility such as bending, lifting, standing, and walking. Normandy Farms is a very busy place and we are always on the move. We attract guests from all over the country and people of all ages, ranging from infants to seniors. If you think that this sounds like someplace you would like to call home (at least for a little while), please complete and return your packet as soon as possible. I will contact you to confirm that I have received it.

We look forward to working with you!

Sincerely,

Marcia Galvin
Human Resource Director

AVAILABLE POSITIONS & JOB DESCRIPTIONS FOR 2012

Please list positions desired in order of interest—first, second, third choices. During the Spring, we will cross-training our employees in various positions in order to prepare for the busy summer season. You may be asked to work in an area during the spring and fall that will be different than your summer placement. The primary focus for the positions for 2011 will be the following:

- **POOL HOSTS:** Work in one of our beautiful, indoor or outdoor pool complexes as a pool host. Pool hosts greet guests using the pool and supervise guests using the pool facilities by enforcing rules and maintaining the cleanliness of the pool facility, including restroom facilities and fitness center. Pool maintenance includes vacuuming of pool, cleaning deck, filter baskets and skimmers, taking chemical readings, and other duties as assigned. This position requires you to be outside standing and walking most of the time. Most of all, this position requires good diplomatic skills when dealing with rule enforcement and guest concerns.
 - **HOUSEKEEPING/BUILDING CLEANING:** Our expert housekeeping staff is a major reason why we have received a 5W rating for our facilities from Woodall's. In this position, you will perform moderate to heavy cleaning tasks in the resort's various buildings, restroom, and rental units. Some examples of these thorough cleaning tasks are washing floors, vacuuming, cleaning windows, cleaning restroom facilities, and other housekeeping duties as assigned.
 - **RECREATION LODGE FACILITY:** Our Recreation Lodge is the hub of activity at the resort. In this position you will interact with and supervise guests of all ages using the lodge. You will enforce facility policies and rules and also perform moderate to heavy cleaning duties. Cleaning duties include, but are not limited to, mopping, vacuuming, sweeping, cleaning restroom facilities, and windows. The recreation lodge opens at 9am and closes at 10pm
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Name:

Positions of Interest

1st Choice:

2nd Choice:

3rd Choice:

Name:

Positions of Interest

1st Choice:

2nd Choice:

3rd Choice:

Name: _____

Skill/Interest Inventory for Work Kampers

We are asking your cooperation in completing this survey in order to find suitable placement within our park. During the Spring, we will be cross-training our employees in order to prepare for the busy summer season. You may be asked to work in an area during the Spring and Fall that will be different than your Summer placement. On a scale of 1-5, with 5 being the strongest preference, circle what applies to you.

- | | | | | | | |
|-----------------------------------------------|---|---|---|---|---|---|
| • Work Outside | 1 | 2 | 3 | 4 | 5 | |
| • Work directly with guest | 1 | 2 | 3 | 4 | 5 | |
| • Work with others | 1 | 2 | 3 | 4 | 5 | |
| • Work independently | 1 | 2 | 3 | 4 | 5 | |
| • Enjoy working with children | 1 | 2 | 3 | 4 | 5 | |
| • Motivate others | 1 | 2 | 3 | 4 | 5 | |
| • Organize events/tasks | | 1 | 2 | 3 | 4 | 5 |
| • Organize & maintain stock | 1 | 2 | 3 | 4 | 5 | |
| • Do you like to clean | 1 | 2 | 3 | 4 | 5 | |
| • Can you lift, bend, reach | 1 | 2 | 3 | 4 | 5 | |
| • Perform multi-tasks simultaneously | 1 | 2 | 3 | 4 | 5 | |
| • Work fast-paced | 1 | 2 | 3 | 4 | 5 | |
| • Like to solve problems | 1 | 2 | 3 | 4 | 5 | |
| • Assertive in a diplomatic way | 1 | 2 | 3 | 4 | 5 | |
| • Comfortable talking on two way radio | 1 | 2 | 3 | 4 | 5 | |
| • Computer literate | 1 | 2 | 3 | 4 | 5 | |
| • Prefer routine-type jobs | 1 | 2 | 3 | 4 | 5 | |
| • Work evenings | 1 | 2 | 3 | 4 | 5 | |
| • Work early mornings | 1 | 2 | 3 | 4 | 5 | |
| • Can relate to teenagers | 1 | 2 | 3 | 4 | 5 | |
| • A self starter | 1 | 2 | 3 | 4 | 5 | |
| • Ability to see, and do, without being asked | 1 | 2 | 3 | 4 | 5 | |
| • Possess swimming pool operation skills | 1 | 2 | 3 | 4 | 5 | |
| • Have employee supervisory skills | 1 | 2 | 3 | 4 | 5 | |
| • Able to operate large equipment | 1 | 2 | 3 | 4 | 5 | |

Desired hours for Spring/Fall	under 30	30-35	35-40
Desired hours for Summer	under 30	30-35	35-40

Do you have any special hobbies, skills, accomplishments; strengths that you feel would be beneficial to Normandy Farms?

Workamper Employment Checklist

Please read and initial the statements below. This indicates that you are aware of working conditions as well as agree to our policies and procedures.

- ___ Workampers must be in good physical health.
- ___ Work is in an extremely fast-paced environment.
- ___ Workampers may be asked to lift, bend, and reach in their position. (i.e.: store max would be 30-40 lbs.)
- ___ If there are Store Clerk positions available, the hours in the spring are minimal. Training would begin in mid-June.
- ___ As we are open daily from 8am on, you will be asked to work a combination of day, evenings, and weekends. We do our best to balance the hours among our employees.
- ___ Most positions require length standing or walking while on your shift.
- ___ You may be asked to work in more than one area during the course of your season with us; cross- training will be taking place in the spring.
- ___ In the spring and fall, the hours generally run 20-25, but will vary depending upon the job and your abilities.
- ___ In the summer, hours generally run 30-35 hours with two days off.
- ___ In the spring, most of the work needed is in our Maintenance department getting the park ready for the busy season. Other departments begin training in May with work mostly on the weekends.
- ___ Our workamping season runs from May through October, with October being very busy on the weekends; however, individual commitments may vary depending upon the arrangement made with your supervisor. Unfulfilled commitments may result in ineligibility for future employment.
- ___ Diplomacy, courtesy and respect for others are required skills in all positions. A sense of humor, compassion and friendliness are a must. During training, a great deal of time will be focused on positive interactions with our guests and each other.
- ___ In every position, you will be asked to enforce the rules and policies of the campground. You will be provided with an explanation of these rules and policies during training.
- ___ All positions require cleaning duties of varying degrees, depending on the department.
- ___ Once a position(s) is agreed upon, it is the Workampers responsibility to perform that job. If at any time, either member of the Workamper couple cannot perform their job requirements, a supplemental position may not be available and site/salary package may be adjusted.
- ___ The positions described on the following pages may require additional duties as assigned.

Completed packets, including a picture, can be mailed to: Normandy Farms Campground; Attn: Marcia Galvin; 72 West Street, Foxboro, MA 02035