

CAMPGROUND MANAGER JOB DESCRIPTION

Duties will include, but are not limited to the following:

Serve as liaison between park users & park staff.

1. Greet and assist visitors, answer questions and explain regulations which apply to them. Distribute maps, copies of park rules and regulation. May assist campers in locating campsites; be familiar with local points of interest and the locations of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.
2. May assist in campground public relations.
3. Clean campsites by performing minor maintenance tasks such as raking the campsite pad, washing tables, cleaning out fire pits and fish station, picking up litter, mowing & trimming grass, clean bathrooms on a daily basis (or more as needed). Each site must be cleaned after every camper checks out and before another check in.
4. Make reservations as necessary using the Sunrise Reservation System.
 - Adhere to all rules set by the Village Council and the Reservation System
 - All reservations must be charged a \$6.00 transaction fee
 - All refunds will be handled through the Village Office
 - All monies collected will be turned in to the Village Office on a daily basis. Monies collected on the weekends will be turned in on Monday.
5. Host shall not attempt to discipline or apprehend any park violator. Host will report all disturbances to the Police Chief or Sheriff's Department.

LAW ENFORCEMENT WILL BE DONE BY CERTIFIED ENFORCEMENT OFFICES ONLY.

You are to inform campers of rules and regulations, but are not to participate in any high risk activity.

Host must set an example by being a model camper practicing good housekeeping at all times in and around their assigned site and by observing all rules and regulations.

6. Host is expected to work weekends and all holidays during their term.

Be observant for activities within the campground requiring immediate attention – ranging from a tree needing to be trimmed to a problem camper. Notify the proper authority as these problems arise.

7. Keep a written report of complaints and criticism of park facilities, report situations that could affect the health and safety of visitors, and report any maintenance items which need immediate attention. May maintain other written records as requested by the Village Administrator.
8. Other minor task that might be asked of a Campground Host:
 - Keep track of occupied or vacant campsites
 - Direct campers to vacant sites
 - Inform incoming campers where family or friends are located
9. Monitoring and tagging campers boat trailers (Village Clerk will supply tags)
10. Monitoring and collect revenue from the south side overnight white docks
11. Maintain bathroom advertising signs

*May be assigned other duties and projects not listed

Working Conditions:

- Work is mostly outside in hot, cold, wet, humid, or windy conditions. Walking is required. Must reside in campground.

Benefits:

- The use of a campsite and all utilities at no charge for the duration of the term of service. Compensation of \$589.88 bi-weekly.

Items Provided by Host:

- Mobil camping unit (RV or Trailer)

Skills Required:

- Ability to get along well with people. Ability to remain calm and friendly when confronted with upset visitors. Ability to physically get out and make rounds through the camping area. Ability to adapt to changing work conditions. A good knowledge of the park and surrounding areas.

Time Commitment:

- Last Saturday in May through 3rd Saturday in October.

Other:

- Maintain a good working relationship with the Village Administrator and the Village DPW crew.
- Set weekly meetings with the Village Clerk to go over campground business & finances