

# Woodland Park Manager

## Job Overview:

The campground manager ensures that all campers are properly provided for in regards to safety, facility cleanliness, and overall concerns. The manager is continuously surveying the grounds, looking for areas of focus for repairs or improvements. The campground should be prepared for campers at all times.

## Position:

- This is a seasonal position, April 1 - October 31
- Regular manager hours are from 8AM-4PM, five days a week
- Park manager reports directly to the Township Supervisor

## Job Requirements:

- Maintain a valid driver's license and be approved by insurance carrier
- Pass a criminal background check and must be bonded
- Must be able to operate all park equipment

## General Responsibilities:

- Hire staff for Woodland Park and harbor master for Marina
- Present selections of employees to Township Board
- Train staff in all areas necessary for proper operations and maintenance
- Train staff on equipment and safety procedures
- Prepare weekly/bi-weekly schedules
- Assist in preparation & monitoring of budget
- All purchases over \$500.00 must be approved by the board per Burt Township policy
- Provide annual safety training as required by MI OSHA
- Prepare daily work lists and keep log of all of things needed to be accomplished during the week/season.
- Purchase equipment and supplies
- Maintain all records and reports, expenses, safety issues, supplies and schedules and timesheets
- Provide Treasurer with daily deposits
- Keep all Safety Data Sheets (S.D.S.) current
- Collect Bacteriological water sample (outside & inside) -must be done before the park can open
- Know all park rules, policies, and procedures & explain them accordingly
- Represent the Park and Marina at all community meetings as needed

## **Community Buildings & Grounds Management:**

- Basic maintenance and repair of Community Center & Marina from April 15 -October 15
- Provide staff to clean Medical Center, Township Office, Fitness Center & Emergency Services Building
- Supervise trimming and mowing of Woodland Park, tennis courts, basketball area, community center and Donahey Woods
- Provide garbage pick-up and disposal of all containers around town daily (Sometimes twice a day) and clean fire pits as needed
- Be aware of the health of trees in the Park; contact tree removal and stump grinding professionals when necessary
- Make arrangements to gravel/grade park roadways when needed
- Maintain beach bath house and playground area
- Provide staff to fill boats when Harbor Master is not available

## **Special Community Events:**

- Work with D.P.W. closing roads/directing traffic for Memorial Day and/or Fourth of July parade. Clean up afterwards
- Arrange for extra port-a-johns around town for special events
- Set up for events held at the community center - schedule comes from township office
- Provide staff for Recycling. Be on site by 8:45AM to ensure everything is ready to go for the public - Pick-up recycling at the township office

## **Office Management:**

- Develop and maintain a good relationship with the campers and community
- Display Park rules & regulations
- Familiarize yourself with the Square system
- Monthly Park & Marina reports are to be emailed to township office for board meetings
- Copies of bills must be returned to the clerk
- Return all timesheet promptly to the clerk – completely filled out
- Evaluate staff at end of season