



BEAR LAKE VILLAGE

Applications are being accepted for:

Hopkins Park Campground Manager.

Time Commitment – Reservations phone calls begin January 1st. The campground is open April 15 – October 15

Pay – 10% of all collected reservations each month and \$35 for Village Council monthly meeting pay.

Duties:

- ✓ Serve as liaison between park users, park host, village president and council.
- ✓ Answer phone and email requests for reservations and Hopkins Campground information.
- ✓ Greet and assist visitor/campers with lot location and questions when needed.
- ✓ Inform campers of park rules and regulations.
- ✓ Oversee the cleaning & preparation of unoccupied campsites for incoming campers.
- ✓ Report to Village President any damages and concerns.
- ✓ Monthly campground and reservation reports to Village Council and President.
- ✓ Attendance at monthly council meetings

Preferred skills:

- ✓ Good communication skills and work well with others.
- ✓ Ability to make rounds through the campground area.
- ✓ Ability to adapt to changing work conditions.
- ✓ Computer knowledge and ability to create functional reports.

Applications can be printed from the village website, www.bearlakemichigan.org or at the village office (Tuesday – Thursday, 1-3p) and can be left in the drop box at village office front door or during office hours.

For a complete description call 231.970.2066 or email the village clerk at bearlakeclerk@gmail.com

Applications will be taken until November 30, 2020