

Village of Bear Lake

Hopkins Park Manager Job Description

The Hopkins Park Manager is responsible for taking reservations for Hopkins Park, communicating any needs to the DPW Manager as well as completing the duties listed below. The Park Manager oversees the Park and supervises the Park Host. Light maintenance is required and the ability to get along well with people is a must. The Park Manager is required to physically traverse the Park placing and retrieving camper site post tags, collecting payments and addressing campers' needs/questions as necessary.

Responsibilities include but are not limited to the following:

- 1) Answer phone and email requests for reservations & Park information. Maintain a spreadsheet of reservations and available sites and share with Park Host as needed.
- 2) Manager is expected to be available to Park Host and answer phone and emails throughout the contract term (January 1 – October 20) unless prior arrangements have been made with the Village President.
- 3) Remove expired camper site post tags, place new site post tags. Deliver receipts to campers and collect money from campers as necessary.
- 4) Create payment log of receipts and turn in to Village Treasurer as needed.
- 5) Attend monthly Village Council meetings and present report of park usage and needs/problems if any.
- 6) Serve as liaison between Park Host, campers and the Village Council and Village President.
- 7) Train Park Host as necessary for the Host to complete their duties.
- 8) Will report to Village President any damage or problems which require attention.
- 9) Shall periodically check on Host responsibilities for proper completion.
- 10) May inform campers of Park Rules but is not to participate in any high-risk confrontation with campers. Park Host will inform Manager of rule violators & disturbances, though neither shall attempt to discipline or apprehend violators. If there is imminent danger to people or property, Park Manager will immediately contact Law Enforcement Officers.
- 11) Maintain a written log of complaints and criticisms of park facilities and supply to Village Council as needed.
- 12) Will assess and process refund requests and submit same to Village Treasurer in a timely manner. Park Manager wages which have been previously paid on refunded amounts will be deducted from the Park Manager wages following the refund.
- 13) May be asked to perform other duties on occasion.

Working Conditions: Job is conducted out-of-doors, so can expect varying weather conditions. Walking or driving is required. Administrative portion of job would require time spent in an office or working with a computer and printer.

Benefits: Park Manager receives 10% of collected (and not refunded) reservation fees each month and council meeting pay of \$35 a meeting.

Skills Required: Ability to get along well with people. Ability to remain calm and friendly when confronted with upset campers or visitors. Ability to physically make rounds through the Park. Ability to adapt to changing work conditions. A good knowledge of the Park and the surrounding area. Computer knowledge and the ability to create and explain spreadsheets or other reporting devices.

Time Commitment: January 1st through October 20th. Camping season is April 15 through October 15.

Supervision & Training Provided: Reports directly to and is supervised by Village President.