



Campground / Recreation Park Manager

Job Description/Contract

Village of Innisfree

Job Information

Title: Campground / Recreation Park Manager

Department: Recreation & Parks

Job Summary

The Campground / Recreation Park Manager manages the day-to-day coordination of the Birch Lake Campground and Recreation Park Grounds and is responsible for the safe and efficient delivery of services.

The Campground/Recreation Park Manager provides management and maintenance services to the Birch Lake Campground and Innisfree Recreation Park in such a way as to provide a positive experience for all tourists and visitors.

Responsibilities:

The Campground/Recreation Park Managers responsibilities are, but are not limited to, the following:

- Maintain a professional office at the park with regular hours.
- Ensure that all visitors are made to feel welcome and will promote the park and the Village of Innisfree in every way possible. Campers are to be greeted when they arrive or at some time during their stay.
- Maintain a professional display of tourism promotion information in the office and provide tourism related information to campground tenants as required.
- Stock, operate and maintain the concession.
- Take reservations and payments for camping sites and make regular bank deposits.
- Maintain proper accounting records to clearly show all revenue and expenses.
- Maintain close communication with Village Administration and Public Works.
- Responsible for the training and supervision of recreation seasonal staff.
- Ensure washroom buildings and outhouses are in good working order, clean and presentable for all users.
- To keep the R.V. Park in a clean and tidy condition, including Group Camp and Ball Diamond buildings and deadfall and garbage in bushes.
- Maintain and clean all fire pits to ensure the safety of all guests and to prevent damage to the R.V. Park and surrounding environment.
- Perform services at a high quality to ensure an effective operation that enhances the image of the campsite.
- Maintain all equipment located at the Recreation Park with the assistance of Village Staff.

- Carry out small repairs and maintenance within the R.V. Park including camping sites, lawns, outbuildings, structures, parking lots, lighting, shower buildings, picnic shelters, accommodations and any other amenity related to the operation of the R.V. Park – with the assistance of Village Staff.
- Ensure all maintenance activities are performed in a timely matter.
- To be responsible for spring cleaning and opening of the campsite as well as winterizing the R.V. Park at the close of the tourist season. This includes shocking of wells, blowing out water lines, turning on and shutting off water and draining toilets, shutting off the hot water tank, cleaning flower beds and picnic tables.
- Identify to Village of Innisfree C.A.O./Administrative staff, any small repairs that can be carried out by the manager but will require reimbursement for supplies. Receipts for materials purchased will be provided to the Village Office for submission to Village Council.
- Any maintenance that will require the expertise of a journeyman tradesperson will be identified to the C.A.O. who will bring it to the Village Council for approval.
- Must comply with all health and safety procedures and policies as provided by the Village of Innisfree.

List of Duties:

The Campground/Recreation Park Managers duties are, but are not limited to, the following:

Prior to Opening:

1. Shock water well. Pour two and a half gallons of chlorine from the water treatment plant. Cover it with two hundred gallons of water (used rapid attack) and let sit for forty-eight (48) hours. Run until the chlorine odour does not smell too strong and have it tested one week before park opening.
2. Wash down walls and cubicles in both bathrooms. Using Mr. Clean on the walls and vinegar on the cubicles. Use vinegar on the sinks.
3. Use Village power washer in the Group Camp and Ball diamond buildings. Wash floors and part way up the walls.
4. Wash down out houses and put fresh start or similar deodorizer in the holes.
5. Clean all bushes around sites and pick all bottles and garbage out of the bushes.
6. Wash windows in main camp building and light covers in bathrooms.
7. Wash exterior camp building with power washer on very gentle spray (use very diluted wood preserver).
8. Turn water on to group camp/ball diamonds. Tape hose over at the bottom of stairs to lake.

Daily Tasks:

9. Bathrooms must be cleaned every day (wipe sinks, mirrors, shower controls, toilet buttons, toilet bowls, wall below hand dryer) and once a week the walls of cubicles and showers must be washed down with vinegar and water. Fire pits should be cleaned whenever one third full. Do not put ashes in trees as they may be hot. All cans must be separated from ashes.
10. Maintain a professional office at the park with regular hours. The manager will also be required to process payments and reservations for camping sites and will also be asked to maintain accurate and thorough records of inventory and bookings.
11. Ensure that all visitors are made to feel welcome and will promote the park and the Village of Innisfree in every way possible. Campers are to be greeted when they arrive or at some time during their stay.
12. Carry out small repairs and maintenance within the R.V. Park including camping sites, lawns, outbuildings, structures, parking lots, lighting, shower buildings, picnic shelters, accommodations and any other amenity related to the operation of the R.V. Park – with the Assistance of Village Staff.
13. Ensuring woodshed is always fully stocked with Firewood. If the woodshed is running low on firewood, the Campground/Recreation Park Manager is to notify the Chief Administrative Officer immediately.

Management Fees

- The employment of the Campground/Recreation Park Manager under this Agreement shall commence on _____ and shall continue for a period of _____ **[months / years]** unless it is terminated as hereinafter provided.
- In consideration for the services outlined above, the Village of Innisfree has agreed to pay the sum of **[To be determined]** per month and the use of a powered campsite for the 2020 camping season.

Other

A performance evaluation will be conducted after the 2021 season closes.

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Additional Comments:

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Signatures:

This agreement/contract shall commence as of this _____ day of _____
20____.

Print Name
Campground/Recreation Park Manager

Print Name
Chief Administrative Officer

Signature
Campground/Recreation Park Manager

Signature
Chief Administrative Officer

Name of Witness

Date

Signature of Witness