

CAMPGROUND DIRECTOR/ MANAGER

Big Prairie Township Campgrounds

Big Bend

2000 S Beech

White Cloud, Mi 49349

Oxbow

2973 Cottonwood Ave

Newaygo, Mi 49337

Operator's Village Day Park

CAMPGROUND DIRECTOR/MANAGER DUTIES AND RESPONSIBILITIES

- Oversee the day to day operations of a campground, ensuring that campers have an enjoyable and safe experience.
- Responsible for the overall maintenance, administration, and guest service of the campground.
- Manage reservation, registration and maintain an updated record of campground occupancy.
- Supervise the maintenance and repair of campground facilities, including bathrooms, recreational areas, and camping sites.
- Perform regular inspections to ensure safety and cleanliness of the campground.
- Handle financial transactions, including fees and managing the campground's budget.
- Respond to camper inquiries, complaints, and emergencies in a timely and efficient manner.
- Organize and coordinate campground activities and events for the campers.
- Ensure compliance with all local, state, and national laws regarding campground operations and safety.
- Hire, train, and manage campground staff, including assigning task and evaluating performance.
- Promote the campground through various marketing and outreach strategies.

- Develop (With the Park Board) and implement policies to improve campground operations and customer service.

QUALIFICATIONS

- Proven experience as a Campground Manager or similar role in hospitality or outdoor recreation
- Excellent knowledge of campground operations and outdoor activities
- Strong leadership and problem-solving abilities
- Excellent communication and customer service skills
- Ability to perform minor repairs and maintenance task (Electrical, Plumbing, HVAC, etc)
- Knowledge of budgeting and bookkeeping processes
- First Aid and CPR certification is a plus
- Bachelor's degree in Hospitality Management, Recreation Management or relevant field is preferred

Salary

- Salary is based upon candidates experience and qualifications, as well as market and business consideration
- Pay range Between \$40,000 to \$65,000
- Employment type: Seasonal (April thru October) /Full Time

Reporting Structure

- Report to the Big Prairie Township Parks Board

Application Instructions:

Please submit your resume and a cover letter outlining your qualifications and experience to:

Email: bigprairieparks@Gmail

Mail: Oxbow Park
2973 Cottonwood Ave
Newaygo, Mi 49337

Big Prairie Township Campgrounds is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.