

# Beulah RV Park Manager Job Description

## Description

The Beulah Village Parks and Recreation Department is seeking an individual to fill seasonal RV Park Manager position. The employee works with little supervision in the performance of routine duties and exercises considerable independent judgement to select the proper course of action in daily operations. The Beulah Village RV Park Manager is in charge of day-to-day management of the Village RV Park located at 310 Lake Street, ensuring that high standards of safety, cleanliness, and customer services are maintained; to give our park customers the best experience possible. We are looking for an outgoing, team-oriented manager who will take pride in their work. This is a great seasonal position for those passionate about working with community and going above and beyond for our customers. The selected candidates will begin work on May 22, 2023.

## Examples of Duties

- Ability to communicate effectively with the general public, and promote a customer service atmosphere. Acts as a good-will ambassador for the Village of Beulah at all times. Maintains a professional, cooperative working relationship with other staff members.
- Provide copy of park rules and collect payment from incoming campers.
- Maintain a map of the park with information about lots rented and open. Make this available to campers and coordinate this information with Village Clerk.
- Monitors Park to assure that all vehicles have permits, and to enforce park rules and regulations. Responds to and solves a variety of complaints such as noisy campers or inoperative facilities. May be called upon to perform in public relations duties such as answering questions, assisting park users, etc...
- Interprets and sensibly enforces the Park Rules. Monitors behavior of park visitors. With the Park and Recreation Chairperson's approval, cautions and evicts violators of the Rules. Documents violations and reports them to the Village Office.
- Performs daily cleaning of RV Bathrooms/Showers, RV Park Community Center and Beulah Beach Bath House.
- Ensure garbage and recycling for the park is done at least weekly, and that proper procedure is adhered to. Red bags are available for purchase in Village office and recycle is located behind village office. No camper's trash is allowed in public receptacles of in village dumpsters.
- As needed, mow transient lots as they become available. Keeping these mowed is a courtesy to incoming campers.
- Performs other duties as assigned by the Parks and Recreation Chair.

## Typical Qualifications

- High school diploma or equivalent is required, must be 18 years of age or older at the time of employment
- Previous management experience, or experience in a related field is preferred
- Must have valid MI Drivers' license with an acceptable motor vehicle record
- Good character with no history of serious criminal activity
- Maintaining residency at the assigned County Park for the duration of employment is preferred. Candidates that choose not to live onsite will be on call and required to report to the park should a camper need their assistance after hours
- Working knowledge of the types and uses of common hand tools, materials and standard equipment used in minor facilities maintenance work including safety precautions.
- Ability to understand and carry out specific verbal and written instructions,
- Must submit to pre-employment drug screening and background check

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the individual is regularly required to reach with hands and arms, to stand, walk, and use hands to hold, grasp, seize or turn objects, tools, or controls. The individual is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The individual may occasionally lift and/or move up to 50 pounds.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the individual regularly works in outside weather conditions and will occasionally operate small power equipment such as string trimmers, mowers, blowers, power washing equipment, etc.

The noise level in the work environment is loud when operating such equipment.

## Personal Protection

Equipment will be required and supplied by the township.

## Compensation

Shall be set by the Beulah Village Board.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The position description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.