



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 Department.
- 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 Rec Park in a clean and tidy condition, including:
 - Group Camp,
 - Ball Diamond buildings,
 - Deadfall, and
 - Garbage in bushes.
- Advise Village Staff when outhouses/septic tank are full to ensure outhouses/septic tank emptied.
- Maintain and clean fire pits to ensure the safety of all guests and to prevent damage to the Rec Park and surrounding environment.

- Perform services at a high quality to ensure an effective operation that enhances the image of the Rec Park
- Maintain all equipment located at the Recreation Park with the assistance of Village Staff pursuant to budgetary approval.
- Carry out small repairs and maintenance within the Rec 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 Rec Park – with the assistance of Village Staff pursuant to budgetary approval.
- 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 Rec 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 must be submitted to the Village Office for reimbursement approval.
- Any maintenance that will require the expertise of a journeyman tradesperson will be reported to the C.A.O. for approval prior to maintenance being conducted.
- 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/treat the 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 at least one week before park opening.
2. Wash down walls and cubicles in both bathrooms. Use Mr. Clean on the walls, vinegar on the cubicles and on the sinks.
3. Use Village pressure washer on all Rec Park buildings, wash floors and part way up the walls.
4. Wash down outhouses and put deodorizer in the holes.
5. Clean all bushes around sites and pick all bottles and garbage from 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. Secure hose by taping over at the bottom of stairs to lake.

Daily Tasks:

- Bathrooms must be cleaned every day:
 - Wipe sinks, mirrors, shower controls, toilet buttons, toilet bowls, and wall below hand dryer;

- Once a week the walls of cubicles and showers must be washed down with vinegar and water,
- Fire pits should be cleaned when they are one third full (Do not put ashes in trees as they may be hot) and all cans must be separated from ashes.
- Maintain a professional office at the Park with regular hours. The Manager will be required to process payments and reservations for camping sites and will be required to maintain accurate and thorough records of inventory and bookings.
- 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.
- Carry out small repairs and maintenance within the Rec 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 Rec Park – with the Assistance of Village Staff, pursuant to budgetary approval.
- 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.

Year-End Procedures:

- Shutoff water and blow out lines.
 - Shut of valve for water
 - Open taps at group camp, ball diamonds, tap below stairs to lake and non potable water tap.
 - Use air compressor to blow out lines
- Tip all picnic tables so snow does not sit on them during the winter; move all picnic tables at group camp inside the building.
- Clean out flower beds.
- Shut off breaker in group camp so furnace doesn't run.
- Clean out freezer and unplug.
- Board up windows and door to office.
- Lock all doors and bring the keys for office, gates, side by side & mower to Village office.
- Lock gates for park and ball diamond.
- Remind Village Staff to ensure final season clean-out of outhouses/septic are performed.

Requirements for Employment:

- Completion of grade Twelve (12) or Equivalent;
- Posses a valid class 5 drivers' license;
- Be bondable;
- Obtain the necessary skills to operate heavy equipment (to be considered an asset);
- Ability to perform physical labour;
- Good mechanical aptitude;
- Be "team player";
- Be organized;
- Computer Literacy will be an asset; and
- Ability to keep up with changing tasks on a regular basis.

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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