

## **JOB POSTING: COVERT TOWNSHIP PARK MANAGER**

**Location:** Covert, Michigan | **Employment Type:** Independent Contractor

**Contract Budget:** \$71,000 plus commission

Covert Township is seeking a Park Manager to oversee and execute the operations and maintenance of Covert Park Beach and Campground on Lake Michigan. The contract term commences on March 1, 2024 and continues through November 30, 2024. The Park Manager must be readily available to address the needs and concerns of park visitors and campground guests. Housing on-site is available with full utilities and internet. In addition to campground management experience, the Park Manager must have excellent customer service skills, knowledge of general maintenance of a park and facilities as well as cash control and reporting experience, among others.

### **ABOUT COVERT PARK BEACH & CAMPGROUND**

Located in the dunes along Lake Michigan, Covert Park has 62 sites on 50 acres of shaded woodland. Our developed sites, located in two separate camping loops, have water and 30-amp hook-ups, with a dump station on site. We can accommodate most RV's up to 32 feet in length. Our primitive walk-in sites are nestled in a wooded setting and all campsites are within a five minute walk to the beach. Amenities include full washroom facilities, a concession store, picnic areas, pavilion, playground, walking trails and Lake Michigan Beach access.

Season of operation is May 15 – October 15, 7am – 10pm, Sun-Sat

### **EXPERIENCE REQUIREMENTS**

- 5+ years of experience in Campground Management.
- General knowledge of computer and connectivity systems, including experience with Campground Management software
- Ability to devote sufficient time to perform the duties of Park Manager
- Strong oral and written communication skills
- Possess good math skills and be able to accurately collect, reconcile, and remit permits and funds
- Possess basic knowledge of plumbing, electric, and construction trades
- Understand basic physical plant and facilities management and maintenance
- Be familiar with and maintain current OSHA/MIOSHA records and postings
- Be respectful of the environment and wildlife the park supports
- CPR Certified

## **DUTIES AND RESPONSIBILITIES**

The Covert Township Park Manager (Park Manager) will report to a Township Board Member to be determined by the Board. The Park Manager's main responsibilities include, but are not limited to:

- Collect required vehicle and camping fees, and organize and maintain documents and receipts according to established procedure in conjunction with a computer software reservation program.
- Maintain a respectable, welcome and inviting appearance for the park.
- Maintain park grounds free from debris including beach, trails, campground, roads, and other areas as may be designated.
- Perform routine maintenance on all park buildings, equipment, facilities and other amenities so as to keep in a safe, clean and working condition.
- Make available safe drinking water and maintain toilets and showers in a sanitary condition, according to Health Department Standards.
- Work with Covert Township to maintain an approved trailer dumpsite, seepage tanks, and other waste facilities and equipment in accordance with Health Department Standards.
- Work with Covert Township to obtain and maintain all DNR, DEQ, and Health Department campground and other existing and required permits.
- Will enforce Park Rules and Regulations with fairness, firmness and consistency.
- Cooperate with all township, county, and state officials when necessary.
- Maintain and manage all marketing efforts, including but not limited to the Covert Park Beach and Campground website, brochures and other materials.
- Manage and maintain the Park Concession Store.
- Maintain a professional and neat appearance of the office and store.
- Learn existing utility and infrastructure so as to properly maintain, open and close the systems.
- Manager is expected to be readily available to all visitors and campground guests as needed.

**Please submit a cover letter, resume and references no later than September 22, 2023.**

**Email, mail or drop off to Laura Fogarty at: [officemanager@coverttwp.com](mailto:officemanager@coverttwp.com),**

**73943 Lake Street, PO BOX 35, Covert, MI 49043**

**Questions? (269) 764-5138**

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