

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Register incoming campers:
 - Monitor and process reservations through online reservation system.
 - Take reservations by telephone and/or in person.
 - Utilize software system to keep accurate available records on all reservations, camping fees, pavilion rentals and fundraiser proceeds.
- 2) Greet and assist visitors:
 - Distribute copies of Park rules and maps, explain regulations and answer questions. Make available brochures about County Parks and points of interest in and around the County.
 - Guide campers to their campsites.
- 3) Keep grounds clean and orderly:
 - All trash and debris in common areas, roads, and restrooms shall be collected daily and placed in a proper receptacle as necessary.
 - Bathrooms must be kept clean and stocked in a safe and sanitary manner at least twice daily – more during peak use times.
 - Fire rings must be cleaned and maintained on a regular basis, and immediately cleaned when a site is vacated and before the next camper to the site arrives. **All ashes and waste from the fire ring cleaning shall be handled in a safe manner to prevent unwanted wildfires.**
 - Maintain grass at a maximum of 3" to include trimming and weeding on all camping sites (including seasonals). Mowing, trimming and cleanup must be completed before the next camper arrives to the site.
 - Inspect all picnic tables for safety and needed repairs on a regular basis. Picnic tables found unsafe or unfit for use will be removed and replaced or repaired. A minimum of 6 picnic tables will be scheduled to be repaired and painted annually.
 - Inspect all park building and playground equipment on a regular basis, repairing, painting and cleaning as needed. Pavilions must be monitored and thoroughly cleaned after each use.
 - Boat docks must be cleaned and maintained on a regular basis. Docks must be inspected, repaired if necessary, and then put in and taken out of the lake annually.
 - Ensure camp hosts are setting an example by practicing good housekeeping in and around their assigned site and by observing all rules and regulations.
 - Oversee/coordinate ongoing or periodic third-party contractors performing work at the park and report on project progress.
- 4) Camp Hosts:
 - Provide at least 3 recommendations for suitable camp hosts who will be interviewed by the Commission, and must submit a resume and agree to a

background check. Ensure camp host application files are complete, accurate and on file with Alpena County HR Department.

- Supervise camp hosts, keeping in mind camp hosts are intended to assist managers, not assume their duties.

5) Repairs and Maintenance:

- Managers are required to perform spring and fall preventive maintenance, conduct inventory, and perform cleanup, including but not limited to raking and removal of leaves and twigs.
- Remove picnic tables and fire rings in the fall, returning to campsites as appropriate in the spring.
- Maintain and manage repairs of the campground vehicles and use ONLY for campground use. (Examples of acceptable uses consists of work around the park grounds, attending parks meetings, making deposits with County Treasurer, supply purchases, etc).
- Maintain and repair all other park equipment and tools owned by Alpena County/Alpena County Parks and Recreation Commission. A biannual inventory of all County owned equipment, tools and supplies will be supplied by the Commission and updated as needed.
- Complete and maintain all maintenance logs and follow applicable Maintenance Plans as approved by Parks & Recreation Commission.

6) Administrative Duties:

- Manage online social media presence for the promotion of the Park, monitor for issues, questions, complaints, etc., and resolve as needed.
- Keep accurate and up to date records of all expenditures and submit invoices, bills, and receipts on time and properly notated for payment, as provided in approved Financial Policies/Procedures. Monitor expenditures against approved budget and make recommendations for necessary budget adjustments as needed working with Department Head.
- All monies collected for camping fees, pavilion rental, dump station fees, and boat launches will be collected according to the fee schedule set by the Commission and safeguarded by the Managers until it is deposited with the Alpena County Treasurer on a weekly basis. Managers will provide weekly reconciliation during camping season and monthly reconciliation during the off season and camp use reports using the approved campground management software.
- Attend all Alpena County Parks and Recreation Commission meetings, including any relevant committees. If unable to attend a Commission meeting, prior notice shall be given to the park point person or department head.
- Prepare and disseminate all meeting materials for Park specific committee meetings or workgroups, record and transcribe meeting minutes. Coordinate with Parks and Recreation Commission Secretary and Commissioner's Office staff to prepare materials as needed for Parks and Recreation Commission meetings.