

Campground Manager

The Otter Lake Campground is currently seeking a highly organized and experienced individual for the position of Campground Manager. This is a full-time, seasonal role with a competitive annual salary. The successful candidate will oversee the management of 260 seasonal campsites, a small overnight camping area, and the bait shop. Additionally, they will be responsible for supervising a full-time staff of 3 and several part-time employees, ensuring the smooth operation of the entire facility.

Key Responsibilities:

- Efficiently manage and maintain 260 seasonal campsite leases, overnight camping area, and the on-site bait shop.
- Supervise and lead a team of full-time and part-time employees, fostering a positive work environment and ensuring optimal performance.
- Conduct regular patrols of the 765-acre Otter Lake and the entire campground area to ensure safety and adherence to rules and regulations.
- Demonstrate proficiency in conflict resolution to address any issues that may arise within the campground.
- Oversee construction projects and ground maintenance, ensuring all tasks are completed to the highest standards.
- Possess a strong working knowledge of basic computer skills and operation and exhibit excellent oral and written communication abilities.

Requirements:

- Previous experience in conflict resolution, employee management, construction project oversight, and ground maintenance are essential.
- Proficiency in basic computer skills and effective communication (both oral and written) is a must.
- The ability to troubleshoot basic plumbing, electric, and small engine repair will be highly desirable.
- Flexibility to work the camping season from March 1st through November 30th, including weekends and holidays.
- Willingness to reside on-site in the provided modest home connected to the bait shop.
- Experience operating various vehicles, including cars, golf carts, and boats, is required for daily operations.

Reporting and Compensation:

- The Campground Manager will report directly to the General Manager and attend monthly board meetings to provide comprehensive reports on campground and lake activities.
- The Otter Lake Water Commission offers a comprehensive benefits package, including IMRF pension, health, dental, eye, and life insurance.
- The annual salary for this position ranges from \$65,000 to 75,000, depending on experience and qualifications.

Resume: Interested candidates are invited to submit their resume by June 28th, 2024, to the following address:

Otter Lake Water Commission - PO Box 468, Virden IL 62690

or by email to: otterlake@otterlakewater.net

Join the Otter Lake Campground team and play a vital role in providing a memorable camping experience for our valued visitors. We look forward to receiving your resume and potentially welcoming you to our dynamic and dedicated team.