



Blackhawk Lake Recreation Area

2025 CTH BH, Highland, WI 53543

Phone: (608) 623-2707 Fax: (608) 623-2997

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Assistant Manager

Job Description

Title: Assistant Manager

Reports to: Blackhawk Lake Park Manager

Job summary

Assistant Manager is responsible for overseeing park operations and personnel when Park Manager is off-duty. Assistant Manager function includes the performance of maintenance operations and supervision of summer staff.

Summary of essential job responsibilities

- 1) Implement all policies and procedures as established by Park Manager.
- 2) Assist in providing supervision over staff and ranger personnel.
- 3) Cooperate with Park Manager on all daily park operations.
- 4) Schedule and staff daily maintenance operations, with Manager's approval.

Knowledge, skills, and abilities

- 1) Ability to assist Manager in providing a safe and friendly working environment.
- 2) Ensure quality customer service for all park users and handle conflicts in a professional manner.
- 3) Willingness to work in an office setting when necessary.

Note:

The above statements are intended to describe the general nature and level of work being performed by someone assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HELP WANTED

Full-time Assistant Park Manager position

Submit resume to:

Blackhawk Lake Recreation Commission
Full-time Assistant Park Manager position
Attn: Mr. Jeremy Simplot
401 School Street, Cobb, WI 53526

Application Deadline: November 10, 2020