

HELP WANTED

Full-time Park Manager Position at Blackhawk Lake

Located at 2025 County Rd BH, Highland, WI 53543.

Complete job description on website:

blackhawklake.com

Submit resume to: Blackhawk Lake Recreation

Commission, Attn: Mr. Jeremy Simplot,

401 School Street, Cobb, WI 53526

Application Deadline: September 14, 2020

EOE

adno=174847



BLACKHAWK LAKE RECREATION AREA

2025 CTH BH, Highland, WI 53543
Phone: (608) 623-2707 Fax: (608) 623-2997
Email: bhlake@mhtc.com

Park Manager

Job Description

Title: Park Manager

Reports To: Cobb-Highland Recreation Commission

Job Summary

Park Manager is responsible for overseeing daily operations at the park (office and maintenance administration, personnel, and revenue/expense controls). General administrative direction and review is provided by Recreation Commission.

Summary of Essential Job Responsibilities

- 1) Implement all policies and procedures as established by Recreation Commission.
- 2) Establish policies and procedures for all office, maintenance, and ranger duties.
- 3) Hire, train, and terminate park employees.
- 4) Provide fiscal responsibility over all aspects of park management (budgeting, monthly reporting to Commission, etc.)

Knowledge, Skills, and Abilities

- 1) Maintain staff by providing appropriate orientation, direction, and discipline; and by providing a safe and friendly working environment.
- 2) Ensure high quality customer service for all park users and handle conflicts in a professional manner. Excellent people skills required.

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.

This job description does not constitute a contract for employment.