

Blackhawk Lake Recreation Area

2025 County Road BH, Highland, WI 53543 608-623-2707 bhlake@mhtc.net

Summer Office Staff Job Description



Position Type: Seasonal

Pay Rate: Starting at \$12.00 per hour

Hours: 16–40 hours per week (flexible scheduling)

Position Overview

Blackhawk Lake is looking for friendly, organized, and dependable individuals to join our Summer Office Staff. This role is perfect for those who enjoy customer interaction, multitasking, and being part of a welcoming team. Office staff serve as the first point of contact for many guests and help create a positive experience at Blackhawk Lake.

Job Duties & Responsibilities

- Greet and assist guests in person, over the phone, and via email
- Handle campground check-ins and check-outs
- Manage reservations and answer general campground questions
- Process payments and operate point-of-sale systems
- Maintain a clean and organized office space
- Provide excellent customer service in a fast-paced environment
- Assist with retail sales and basic administrative tasks

Requirements

- Must be at least 15 years old
- Strong communication and customer service skills
- Basic computer skills preferred (training provided)
- Ability to multitask and remain organized during busy periods
- Willingness to work weekends and summer holidays

Schedule & Season

- Employment runs May through August
- Staff are required to work two weekends per month in September and October
- Weekends required and holidays are especially busy
- Flexible scheduling with a variety of shift options

What We Offer

- Flexible hours
- A friendly, team-oriented work environment
- Daily interaction with guests from all over
- The chance to work in the scenic setting of Blackhawk Lake