

Amigo Park Manager

SUMMARY:

We are looking for a welcoming, relationship-minded person who has skills in both basic maintenance and hospitality to manage the Amigo Park campground. This person will be managing campground reservations, maintaining campground facilities and grounds, building community, and operating the camp store for the camping season.

RESPONSIBLE TO: Executive Director

GENERAL QUALIFICATIONS:

1. Be in agreement with and committed to Amigo Centre and Amigo Park's Mission Statement and goals.
2. Be sensitive and responsive to the needs of constituents, guests, and neighbors.
3. Be committed to establishing and maintaining healthy relationships with coworkers and campers.
4. Have a passion for hospitality and community-building.
5. Be committed to hospitality toward a wide range of people.
6. Have a strong commitment to integrity.

SPECIFIC QUALIFICATIONS:

1. Flexible and able to work well with guests, neighbors, and other staff members.
2. Willing to be on-call for most weekends mid-May to mid-October.
3. Knowledgeable in and able to perform general maintenance and grounds-keeping tasks, including RV maintenance.
4. Committed to maintaining the land and lakeshore using sustainable, environmentally-restorative practices in line with Amigo's land management plan.
5. Ability to learn Camp Brain reservation software.

RESPONSIBILITIES:

1. Before Park Opening:
 - a. Prepare campsites, waterfront areas, pavilion, bathhouse, fish cleaning area, and cabins for usage.
 - b. Work with Maintenance Director and Operations and Guest Services Director to make sure that all licenses, testing, and permits are in order.
 - c. Work with Amigo staff and volunteers to do any preparation needed for aquatic management.
 - d. Work at scheduling summer activities – such as Kona Ice truck, monthly worship services, and Park Auction.
 - e. Work with Amigo staff to schedule campers and camper groups.
2. During Park Season (May 15-October 18)
 - a. Maintain grounds and buildings throughout the camp season.
 - b. Welcome guests as they arrive and be available for questions and needs.
 - c. Spend time with the campers, building community and rapport with those who are camping, including managing summer activities and worship.
 - d. Take payments for camping and operate the camp store.
 - e. Continue to work with Amigo staff to book group and individual reservations.
 - f. Organize and run the Park Auction on Labor Day weekend.
3. After Park Close:
 - a. Put away, weatherize, and shut down all facilities and equipment.
 - b. Continue to do groundskeeping as needed in the fall.
 - c. Repair anything that needs it before winter.

COMPENSATION:

Salaried from April 15-October 31 at a rate of \$685/week, paid every 2 weeks.
Housing and utilities provided at no cost to employee.

IDEAL START DATE: April 15, 2026

**THIS ROLE CAN BE PAIRED WITH A PART-TIME KITCHEN AND/OR MAINTENANCE POSITION AT AMIGO
IN THE OFF-SEASON TO PROVIDE YEAR-ROUND EMPLOYMENT AND HOUSING.**