



CITY OF GREENWOOD ON-SITE CAMPGROUND MANAGER/HOST EXPRESSION OF INTEREST

The City of Greenwood is seeking proposals for the services of an individual, couple, or family to be an on-site Campground Manager/Host for the Greenwood Campground. The Greenwood Campground has eleven (11) serviced sites and is located on Mineral Street off Highway 3.

THE EXPRESSION OF INTEREST MUST INCLUDE:

1. Completed and signed Proposal Form (attached);
2. Contact Information: mailing address, phone number, email address;
3. References; and
4. Summary of experience relating to campground management or hosting.

Proposals are due by April 14, 2025 by 4:00 pm. Please return your proposal to Greenwood City Hall by email to corporate@greenwoodcity.ca, fax to 250-445-6441, or in person at 202 S. Government Ave. Greenwood, BC.

The Campground Manager/Host must have working knowledge of campground operations, general cleaning and maintenance, and general administrative knowledge. Experience with customer service, and excellent communication skills are required. Must be trustworthy, dependable, and be able to work with little or no supervision.

The term of the position is from May 1, 2025 to October 31, 2025. The Manager/Host must reside at the campground to oversee the operation and management of the campground during the summer months, including weekends and holidays.

The Campground Manager/Host will reside on-site in their own Recreational Vehicle (RV). The City will provide a site that includes power, water/sewer services hook-ups, and WIFI while performing the duties of the Manager/Host.

The Campground Manager/Host shall provide the following services:

- Book campground reservations.
- Assist campers with checking in and checking out in a timely manner.
- Ensure that paperwork is fully complete and proper fees have been paid.
- Enforce campground and parking regulations.
- Weekly reporting to Greenwood City Hall, including revenue, receipts and information regarding necessary repairs and recommendations.
- Monitor camper's activities to ensure responsible use of the facilities in the campground (e.g. proper food storage, ensure pets are not left unattended or off-leash, quiet hours, and proper disposal of waste and garbage).
- Overseeing maintenance and up-keep of the grounds and facilities located within the campground including daily sanitation and garbage collection.



**CITY OF GREENWOOD
ON-SITE CAMPGROUND MANAGER/HOST
EXPRESSION OF INTEREST**

**PROPOSAL FORM
GREENWOOD CAMPGROUND MANAGER/HOST**

Name(s): _____

Current permanent address of interested Campground Manager/Host:

Mailing Address of Manager/Host: (If different from above for the camping season)

Phone (daytime): _____

Email: _____

Summary of relevant experience:



**CITY OF GREENWOOD
ON-SITE CAMPGROUND MANAGER/HOST
EXPRESSION OF INTEREST**

REFERENCES:

1. Business Name: _____
Name: _____
Contact Name: _____
Address: _____
Phone: _____
Email: _____

2. Business Name: _____
Name: _____
Contact Name: _____
Address: _____
Phone: _____
Email: _____

3. Business Name: _____
Name: _____
Contact Name: _____
Address: _____
Phone: _____
Email: _____

The information in my proposal is true and correct:

Printed Name

Signature

Date

Printed Name

Signature

Date



**CITY OF GREENWOOD
ON-SITE CAMPGROUND MANAGER/HOST
DUTIES & RESPONSIBILITIES**

Job Summary:

The on-site Manager/Host manages the day-to-day coordination of the Greenwood Campground and is responsible for the safe and efficient delivery of services.

The Manager/Host provides management and maintenance services to the Greenwood Campground in such a way as to provide a positive experience for all tourists and visitors.

Responsibilities:

The Manager/Host responsibilities are, but are not limited to, the following:

Ensure that all visitors are made to feel welcome and promote the Greenwood Campground and the City of Greenwood in every way possible. Campers are to be greeted when they arrive or at some time during their stay.

Take reservations and payments on-site, by phone and using the Greenwood Campground online reservation platform.

Maintain proper accounting records, submit receipts, and record all revenue/expenses. Ensure that paperwork is complete and the proper fees, as established by the City of Greenwood, have been paid.

Maintain close communication with the City of Greenwood and provide weekly reports on campground operations including necessary repairs and recommendations.

Ensure porta-potties are stocked with supplies, in good working order, clean and presentable for all users. Immediately notify the City of Greenwood if the porta-potties require service (i.e. require repair or emptying).

To keep the Greenwood Campground in a clean and tidy condition. Overseeing maintenance and up-keep of the grounds and facilities located within the campground including daily sanitation and garbage collection. Garbage and litter must be removed from camp sites, the adjacent Nikkei Legacy Park area, and from surrounding bushes. Full garbage bags must be removed and replaced. Garbage bags are to be stored in the c-can until picked up weekly by City of Greenwood Public Works staff.

Maintain and clean all fire pits/rings to ensure the safety of all guests and to prevent damage to the Greenwood Campground and surrounding environment.

Enforce campground and parking regulations. Monitor campers' activities to ensure responsible use of the facilities in the campground (e.g. proper food storage, ensure pets are not left unattended or off-leash, quiet hours, and proper disposal of waste and garbage). Coordination with law enforcement when needed and report any major disturbances to the RCMP.

Contact Greenwood City Hall if maintenance and cleaning supplies are required.

Other duties and tasks relevant to the operations of the campground.