



Manager Responsibilities

3908 Roehrs Rd, Beaverton, Michigan 48612

(989) 324-8017

1. Maintain daily electronic records for the campground, including registrations, check-ins, payments, daily cash transactions, wood sales, boat rentals, and sales from the campground store, among other tasks.
2. Be visible and accessible to campground guests. Assist campers in locating their campsites, help them back into their spots, deliver firewood as needed, and perform other duties as required to ensure an enjoyable experience for all guests. (Smile!)
3. Ensure the bathhouse is kept clean by performing daily cleanings each morning. Regularly check the bathhouse throughout the day to maintain cleanliness and restock toilet paper, soap dispensers, and hand towels.
4. Clean fire pits, mow grass, and prioritize cutting the grass in campsites first. Aim to have all areas cut and trimmed by Thursday each week, weather permitting, to prepare for incoming campers. Additionally, pick up trash and maintain the cleanliness of campsites and grounds.
5. Make daily deposits of funds at City Hall, located at 128 Saginaw Street.
6. The Campground Manager will report to the City Manager or their designee. Above all, foster a fun atmosphere for both you and the campers.
7. This position includes a full-hookup campsite for the manager to reside in their camper while overseeing the campground.
8. These responsibilities are subject to modification by City Management at any time.
9. Comply with all applicable laws, regulations, and safety standards.

Compensation for this position is a contracted total of \$9,000 for one camping season and will be disbursed in equal weekly payments. The position includes a full-hookup campsite for 24 weeks beginning on Thursday, May 7, 2026 to Wednesday, October 21, 2026 of the contracted year. Please note that this is a contracted role with no additional benefits and is expected to begin one week prior to the camping season opening day on May 14, 2026 with the last day of camping being October 14, 2026. Preference will be given to applicants who intend to camp at Calhoun Campground throughout the posted season and have previous campground management experience.

To apply for this contracted position, please submit a resume or letter of interest including references to the Beaverton City Clerk Janelle Keen at jkeen@beavertonmi.org

You may also submit by mail or in person to:

Beaverton City Hall
128 Saginaw Street
Beaverton, MI 48612