

LAKE PARK MANAGER DUTIES AND TERMS OF EMPLOYMENT

TERMS OF EMPLOYMENT

The Lake Park Manager shall be hired by the Board of Directors with the approval of the Lodge.

The Lake Park Manager reports directly to the Board of Directors.

The Lake Park Manager must attend Lodge Business Meetings and / or Board of Director Meetings unless previously excused.

The Lake Park Manager's term of employment will be specified in a written agreement at the time of employment. The Board may terminate the manager's employment at any time based upon dereliction of his/her prescribed duties, excessive complaints.

The Lake Park Manager has the authority to spend up to \$1,000 (from a petty cash fund, maintained by the park bookkeeper) for normal routine upkeep of the Elks Lake Park facilities. Any expenditures from this fund will require receipts for said purchases and will be credited to the appropriate budget line.

The Board must approve expenditures not considered "routine" prior to purchase. Routine expenses are consider those necessary for normal operations and are normally paid for by the Lake Office Assistant.

DUTIES AND RESPONSIBILITIES

The Lake Park Manager will assist the Board and lake bookkeeper in assuring that all rental fees are up to date and will post late notices when necessary.

The Lake Park Manager is to be always available by phone unless an alternate point of contact is designated in his/her absence.

The Lake Park Manager is responsible for maintaining the grounds, buildings, and other Elks Lake Park facilities, such as road maintenance, bathroom facilities (including cleaning), landscaping issues, sea walls, water treatment issues, trash removal, and repairs to the pier at the Ballentine Building. The manager will also assign spaces in the boat storage lot and will maintain it.

The Lake Park Manager is expected to perform routine maintenance tasks within his/her capabilities or to seek assistance from qualified members or approved service providers.

The Lake Park Manager is responsible for overseeing proper safety issues and proper grounds treatment for the campsite area. The maintenance of the individual campsites are the responsibility of the leasee, however, if an issue comes up with the campsite the Lake Park Manager has the responsibility to address the issue with a report to the Board of Directors on such matters.

The Lake Park Manager is responsible for rentals of the Ballentine Building. This will include showing the building to perspective renters, signing of rental agreements and inspection of the facility at the close of the event to determine if the renter will be refunded his/her deposit. The Manager will also manage the use of the Elks Den, and overnight/temporary campsite rentals.

The Lake Park rules and regulations must be enforced equally among all contract holders as well as others using the facilities. The Lake Park Manager will enforce the park rules and is expected to address any violations with the offender. Major infractions will be reported to the appropriate authority (Lake Committee and Board of Directors). The park manger is expected to remain impartial in his/her enforcement of the park rules, Elks Statutes, and Elks 1318 bylaws.

The Lake Park Manager must ensure that all construction work is approved by the Board of Directors prior to beginning work.

Job responsibilities are subject to change at the will of the Board of Directors.