



CAMPGROUND MANAGER/HOST EXPRESSION OF INTEREST (EOI)

The Village of Midway is seeking proposals for the services of a Campground Manager(s) for the Frank Carpenter Memorial Campground. Located just blocks south of Highway 3, on the Kettle River at 620 Fifth Ave in Midway has eleven (11) sites, with eight (8) sites having 15 amp power. The campground has flush toilets, showers and a cyclist shelter.

THE EXPRESSION OF INTEREST MUST INCLUDE:

1. Completed and signed Proposal Form
2. Contact Information: mailing address, phone number, email address
3. References
4. Summary of experience relating to campground management or hosting, and administrative skills.
5. Completed proposal forms must be received at the Village Office no later than **April 7, 2026 at 4:00 pm.**

Please email midwayreception@shaw.ca for a proposal form or drop by the Village offices at 661 Eighth Avenue, Midway. (Office hours are 8:30-4:30 – Closed for lunch from 12:00am-1:00pm)

The Campground Manager/Host must have working knowledge of campground operations, general cleaning and maintenance, general administrative experience and be confident in the use of computers/iPhone/payment devices. 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, 2026 to October 13, 2026 (weather dependant). The Manager/Host must be available to oversee the operation and management of the campground during the summer months, including weekends and holidays.

The Campground Manager/Host will receive 50% of Campground fees collected (approx. \$13-15k, based on 2022-2025 collected campground fees).

The Manager(s)/Host will be required to answer telephone enquiries from guests and prospective guests at all times. A mobile phone and payment device will be provided by the Village. Record keeping of bookings and payments must be completed on a daily basis, and all campground payments and deposits must be deposited at the Village offices.

The Campground Manager/Host shall provide the following services:

- Book campground reservations and assist campers with checking in and checking out in a timely manner.
- Ensure that paperwork is completed and proper fees have been collected.
- Keep campground and surrounding area(s) tidy and clean.
- Daily janitorial care of the public washrooms and showers and restocking of toilet paper, paper towel, cleaning supplies (supplied by the Village of Midway)
- Weekly reporting on campground fees collected, receipts and any items that Village staff need to be notified of.
- 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). Ensure campground regulations are adhered to.
- Overseeing maintenance and up-keep of the grounds and facilities located within the campground including daily sanitation, mowing, weed whacking and garbage collection.

**CAMPGROUND MANAGER/HOST
EXPRESSION OF INTEREST**

Proposal Form:

Name(s):

Current address of interested Campground Manager/Host:

Phone (daytime):

email:

Summary of relevant experience:

**CAMPGROUND MANAGER/HOST
EXPRESSION OF INTEREST**

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

**VILLAGE OF MIDWAY
CAMPGROUND MANAGER/HOST
DUTIES & RESPONSIBILITIES**

Job Summary:

The Manager/Host manages the day-to-day coordination of the Frank Carpenter Memorial Campground and is responsible for the safe and efficient delivery of services.

The Manager/Host provides management and maintenance services to the Frank Carpenter Memorial 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 Frank Carpenter Memorial Campground and the 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 any pre-approved Village of Midway online reservation platforms.

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

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

Ensure washrooms are stocked with supplies, in good working order, clean and presentable for all users. Immediately notify the Village of Midway Public Works staff if there are any operational issues with the washrooms or showers.

To keep the Frank Carpenter Memorial Campground in a clean and tidy condition. Garbage and litter must be removed from camp sites, the adjacent Frank Carpenter Riverfront Park area, and from surrounding bushes and deposited in park containers for pick up Village of Midway Public Works staff.

Maintain and clean all fire pits/rings to ensure the safety of all guests and to prevent damage to the Village of Midway 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).

Contact the Village of Midway, if maintenance and cleaning supplies are required.

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