

TUSCOLA COUNTY

REQUEST FOR PROPOSALS (RFP)

Park Host / On-Site Manager

Tuscola County
Director of Buildings & Grounds
125 W. Lincoln Street
Caro, Michigan 48723
989-672-3700
www.tuscolacounty.org
Issued: March 2026

Tuscola County is seeking proposals from qualified individuals or couples to serve as **Park Host / On-Site Manager (Independent Contractor)** for Vanderbilt County Park & Campground beginning with the 2026 operating season.

This is a contracted services position, not County employment.

I. Overview of the Park

Vanderbilt County Park & Campground is a seasonal public recreation facility offering camping, day-use access, and outdoor amenities. The Park operates under the authority of the Tuscola County Board of Commissioners.

II. Scope of Services Requested

The selected Park Host will provide on-site operational management and guest services during the Park's operating season.

A. Guest Services & Public Interaction

- Serve as primary on-site contact for campers and visitors.
- Assist with campsite check-in/check-out procedures.
- Help visitors navigate the County's online reservation and payment system.
- Promote a welcoming, family-friendly environment.
- Address concerns in a professional and courteous manner.

B. Oversight & Rule Compliance

- Monitor compliance with posted Park rules.
- Issue verbal warnings when necessary.
- Document incidents and report violations to the County.
- Contact law enforcement when required.

C. Financial & Administrative Support

- Collect in-person payments when applicable.
- Issue receipts and maintain accurate transaction logs.
- Reconcile and submit funds weekly in accordance with County procedures.
- Understand that online reservations and payments are administered by the Tuscola County IT Department via the official County website.

D. Facility & Grounds Monitoring

- Ensure restrooms remain clean and stocked.
- Maintain campsites and common areas.
- Identify and report maintenance needs promptly.
- Assist with light upkeep as agreed in contract.

E. Communication & Reporting

- Submit weekly financial reconciliation reports.
- Provide monthly activity summaries.
- Complete incident reports as necessary.
- Attend Parks & Recreation Commission meetings when requested.

III. Performance Expectations

The Park Host shall:

- Maintain regular on-site presence during operating hours.
- Demonstrate professionalism, reliability, and integrity.
- Maintain accurate financial records.

- Respond to visitor concerns in a timely manner.
- Communicate proactively with County representatives.
- Support a safe, inclusive, and respectful park environment.
- Comply with all County policies and applicable laws.

Performance will be evaluated based on:

- Financial accountability
- Guest satisfaction
- Facility condition
- Responsiveness to issues
- Adherence to reporting requirements

IV. Compensation & Terms

- Compensation: 25% of eligible collected in-person, park and campground fees (final structure subject to Board approval).
- One campsite with electrical, water, and dump services provided at no charge.
- Park Host must supply their own RV/camper housing.
- Term: Seasonal contract (dates to be specified).
- Either party may terminate with 30 days written notice.

V. Minimum Qualifications

Applicants should demonstrate:

- Strong interpersonal and customer service skills
- Basic financial record-keeping ability
- Comfort using online reservation systems and digital tools
- Ability to work independently
- Experience in campground operations, hospitality, facilities oversight, or related fields preferred
- Ability to lift 50 pounds and perform light physical tasks
- Willingness to pass background screening if required

VI. Proposal Requirements

Interested individuals or couples must submit:

- Letter of interest
- Relevant experience summary or resume
- At least two references
- Description of availability during operating season

VII. Evaluation Process

- Proposals will be reviewed by the Parks & Recreation Commission. Selected candidates may be invited for interview. Final approval rests with the Tuscola County Board of Commissioners.

VIII. Legal & Insurance Requirements

The selected Park Host will:

- Enter into a formal Management Services Agreement
- Be classified as an independent contractor
- Comply with County insurance and indemnification requirements
- Adhere to all applicable federal, state, and local laws

Proposals must be submitted by: April 10th, 2026

Submit to:

**Director of Buildings & Grounds/Park Host
125 W. Lincoln Street
Caro, MI 48723**

Or electronically to: projects@tuscolacounty.org

Tuscola County reserves the right to accept or reject any proposal and to negotiate terms in the best interest of the public.

Through the creation of outdoor recreational spaces, we enrich lives, honor our local heritage, and celebrate the natural beauty of Tuscola County