



Cumberland Lake Wilderness Society
1100 Comox Lake Road,
PO Box 1389
Cumberland, BC V0R 1S0

Position: Assistant Campground Manager

Compensation: \$18-\$20 per hour

Hours of Work: 35 hrs week (Monday to Friday)

Start date: April 24, 2023

End date: October 7, 2023

Subject to Canada Summer Jobs Funding Approval

Located in the beautiful Comox Valley on Vancouver Island, Cumberland Lake Park is a popular gathering spot offering sandy beaches, campground, boat launch, climbing crags and hiking trails. The Park is located 4 km west of the Village of Cumberland, known for its rich coal mining history, casual pubs and eateries, disc golf, legendary singletrack and world-class arts and music scene.

Under the direction of the Campground Manager, the Assistant Manager ensures a high quality experience for all park visitors.

Duties and Responsibilities:

- Address customer concerns or complaints, enforce rules and handle difficult situations with professionalism (calm, firm and kind).
- Front desk duties: provide excellent customer service by taking reservations, making sales and answering customer inquiries.
- Park operations duties: maintain park in a safe and tidy condition by performing daily water sampling, sweeping, raking, bathroom cleaning, recycling sorting, litter pick up and other related duties.
- Watersport rental duties: completing paperwork, taking reservations, fitting guests with safety gear, assisting with launch and returns, and cleaning boats.
- Educate park users about park policies and rules
- Assist manager with directing, supporting and supervising staff
- Assist with ensuring water and septic systems are appropriately managed.
- Assist with providing administrative support services for the campground including ordering supplies, record keeping, timesheets, daily reconciliation and other duties
- Assist in the overall park maintenance
- Possibility to assist park interpretive programs (paddling tours)
- Perform all other related duties as required.

Requirements

- OFA First Aid Level 1 (Emergency Level First Aid)
- Current criminal record clearance

To apply, please forward your resume, cover letter and three references to operations@clws.ca. We thank all candidates for their interest, however, only those selected for an interview will be contacted.