



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

**Job Title:** Campground Manager

**Compensation:** \$25 per hour

**Work Hours:** 35 hrs & 5 days a week (Thursday to Monday, but some flexibility permitted and required)

**Start Date:** casual work starting approx Jan 30th, 2023 and full-time work starting approx April 17, 2023

**End Date:** approx 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, and is operated by the not-for-profit Cumberland Lake Wilderness Society.

Under the direction of the Operations Manager, the Campground Manager directs the overall business operation of the campground to ensure a high quality experience for all visitors.

### **Duties and Responsibilities**

- Address customer concerns or complaints, enforce rules and handle difficult situations with professionalism (calm, firm and kind).
- Train, schedule, direct, support and supervise staff and volunteers
- Oversee the front office, campsite operations, watersport rentals, day use area and boat launch to ensure an excellent experience for guests
- Ensure water and septic systems are appropriately managed
- Provide administrative support services for the campground including ordering supplies, record keeping, timesheets, daily closeout reconciliation and other related duties
- Work with and perform Campground Crew duties as required (front desk, park maintenance, watersport rentals etc)
- Oversee park maintenance and small projects according to budget provided
- Develop and implement policies and procedures for daily operations
- Perform other related duties as assigned by the Operations Manager

### **Skills**

- Excellent customer service
- Great interpersonal and communication skills
- Supervisory skills

### **Requirements**

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

To apply, please forward your resume, cover letter and 3 references to [operations@clws.ca](mailto:operations@clws.ca). Only complete applications sent to this email will be considered. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Competition is open Nov 22, 2022 until Dec 31, 2022. Interviews will take place in January, 2023.