



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

Job Title: Campground & Park Director

Compensation: \$32 per hour

Work Hours: 64 to 96 hrs/month, flexibility required and provided, includes weekend work

Start Date: January 2024

Located in the beautiful Comox Valley, 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 Lake Park Society. Under the direction of the Executive Director, the Campground & Park Director oversees the management, operations, and overall experience of the park and campground, ensuring visitor satisfaction and safety.

Duties and Responsibilities

- Oversee the front office, campsite operations, watersport rentals, day use area, boat launch and park.
- Lead and mentor a team of staff, providing guidance and support to ensure effective performance.
 - Oversee campground and operations staffing, training, scheduling and supervising according to budget provided
- Monitor key performance indicators to assess the effectiveness of operations and implement necessary changes.
- Stay up-to-date with industry trends and best practices in operations and campground management.
- Identify and oversee maintenance and capital projects according to budget provided (contractors or in-house).
 - Ensure water and septic systems are appropriately managed
- Develop and implement policies and procedures for daily operations, as needed.
 - Monitor compliance to all campground policies and procedures, including safety requirements.
- Address customer concerns or complaints, enforce rules and handle difficult situations (evictions) with professionalism
- Oversee administrative duties for the campground including ordering supplies, record keeping, timesheets, daily closeout reconciliation and other related duties.
 - Negotiate contracts with vendors and suppliers to ensure favorable terms and pricing.
- Work with program staff to develop a Revegetation and Stewardship Program
- Perform Campground Crew duties (front desk, park maintenance, watersport rentals) while performing other duties.
- Provide support for Lake Park Society programs and staff as required
- Perform other related duties as assigned by the Executive Director

Requirements

- Excellent communication skills, both written and verbal
- Proven leadership experience with the ability to inspire and motivate teams
- Excellent customer service



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- Excellent problem-solving skills with a strategic mindset.
- Strong administrative skills (staff scheduling, file management)
- Ability to complete strenuous work, outside, for extended periods, in varying conditions. Experience in various maintenance tasks.
- 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 executivedirector@clws.ca. We thank all candidates for their interest, however, only those selected for an interview will be contacted.