



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

Position: Assistant Campground & Park Managers (2)

Compensation: \$25 per hour

Hours of Work: 28-35 hrs week

Start date: April 26, 2025 (tentative)

End date: October 4, 2025 (tentative)

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. Under the direction of the Operations Director, the Assistant Campground Managers ensure 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 Operations Director 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, bank deposits, and other duties.
- Assist in the overall park maintenance.
- Perform all other related duties as required.

Requirements

- OFA First Aid Level 1 (Emergency Level First Aid)
- Current criminal record clearance
- An enthusiastic willingness complete strenuous, physical work, outside, in varying conditions

Commitment to Diversity

Diversity and inclusion are central to our values and our impact. We welcome candidates from all backgrounds and experiences to join us in advancing meaningful social impact.



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

Application

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.