

Position: Park Manager at Emerald Lake Regional Park

Employment Type: Seasonal (April 15 to September 30)

Salary Range: Based on qualifications and experience

The Park Manager position, under the direction of the Emerald Lake Regional Park Authority is responsible for all aspects of operations and administration, which includes golf course, camping, maintenance, finance and human resource.

The main duties include:

- Staffing 7 – 10 persons
  - Hiring staff
  - Scheduling employees
  - Payroll information to the Treasurer
  - Training staff for their duties and projects
  - Ensure efficient and productive operations
  - Annual evaluations and discipline of staff as required.
- Responsible to adhering to the budget provided by the Board and communicating where potential shortfall or reallocation may occur.
- Monitoring and maintaining all equipment, and vehicles including maintenance logs for vehicles, equipment and fuel.
- Ordering supplies and work orders for park related services.
- Responsible for season start up in April as well as end of season close-up.
- Provide the Park Authority with updates about maintenance, capital projects, and general projects.
- Responsible for taking deposits to the bank and submitting all invoices to Treasurer.
- Responsible for overseeing all volunteer activities.
- Responsible for planning special events (Canada Day and August long weekend events).
- The Manager will have a full understanding of Park bylaws, building bylaws, and seasonal camper agreements.
- Will observe and be present in the park to ensure bylaws are being followed.
- Will provide a weekly report to the Park Authority of issues, updates and project progress.
- Communicate professionally in both verbal and written form, to effectively and diplomatically resolve problems relating to complaints or difficult customers/visitors.
- Perform administrative functions duties as requested and provided/directed by Park Management.
- WHMIS and *Food Preparation and Food Service* certification, attended STEC's (Saskatchewan Tourism Education Council) *Serve It Right* course, and knowledgeable of Occupational Health & Safety regulations would be considered an asset. A class 5 drivers license is required.
- Must be able to work flexible hours including evenings and weekends.

Manager experience within a park or campground environment preferred. Emerald Lake Regional Park is an equal opportunity employer and values the diversity in our workforce and the knowledge of our people.

Thanking all applicants for their interest, however only those selected for an interview will be contacted.

Apply by: February 28, 2021

Submit cover letter and resume including references to:

[elrpsec@gmail.com](mailto:elrpsec@gmail.com)