

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

GATEHOUSE ATTENDANT (4)

The Point Grondine Park is seeking a highly motivated individual to fill the student position of Gatehouse Attendant. The successful candidate will assist the Visitor Experience Coordinator with customer inquiries at Point Grondine Park and work under the guidance of Enaadmaagehjik's Tourism Manager.

DUTIES:

- Assist with customer inquiries including trip planning, rentals, eco-cabin and campground reservations.
- Providing visitor information, collecting visitor data and directing customers to the appropriate products and services within PGP and Wikwemikong Tourism.
- Assist customers who are interested in purchasing park maps, day use permits, Anishinaabe Cultural Experiences, and other merchandise available for purchase.
- Perform cash handling duties, preparation of daily sales summaries, inventory counts, pricing and stocking of merchandise and promotional materials
- Maintain a clean and professional work environment, present a clean and professional appearance and deliver superior customer service
- Assist with the delivery of Anishinaabe cultural experiences as required.
- Promote Anishinaabe environmental stewardship practices including responsible wilderness ethics
- Perform other assigned duties as required.

BASED ON THE FOLLOWING QUALIFICATIONS:

- Post-Secondary or Secondary students are encouraged to apply
- Must be available evenings and weekends
- Priority given to registered members of the Wiikwemkoong Unceded Territory but all applicants are encouraged to apply
- Positions available at head office in Wiikwemkoong and at Point Grondine Park
- Must have some Retail and customer service experience.
- Valid Drivers licence considered an asset.
- Must provide Criminal Reference Check and will be subject to the responsibilities of the position.
- Excellent problem-solving, communication, and networking skills

DEADLINE: February 27, 2026

Remuneration: \$18.50/hr

Please submit cover letter, resume, three recent work-related references, and an up to date criminal reference check (CPIC) addressed to:



Tourism Executive Administrator
c/o Enaadmaagehjik
Olivia@wikytours.com