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:

- Must be s Post-Secondary or Secondary student and returning to school in the fall of 2026;
- Must be a registered Member with Wiikwemkoong Unceded Territory.
- Positions available in Wiikwemkoong and at Point Grondine Park
- Must be available to work weekends.
- Preference given to senior secondary (Grade 11 and up) or post-secondary students.
- 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.
- Must have some understanding of Anishinaabe culture and Anishinaabwemowin.
- Excellent analytical, problem-solving, communication, and networking skills
- Ability to organize and set priorities; work independently; and contribute to the team dynamics.

DEADLINE: February 27, 2026

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

Point Grondine PARK

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