

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Park Manager
Full time-Contract

Enaadmaagehjik is seeking a Park Manager to lead the daily operations of Point Grondine Park. The Park Manager will report directly to the WDC management team.

Key Responsibilities:

- Accountable for executing the parks business plan, encompassing marketing, product development and business development initiatives to drive long term growth.
- Supervise and schedule park staff, including the park guardian team and administrative personnel.
- Lead the execution of marketing initiatives, including trade show coordination, digital asset creation, and content development.
- Ensure Park facilities and grounds are clean, safe, and well-maintained.
- Effectively manage park budgets, inventory and schedules to ensure smooth operations.
- Develop and implement campground operational policies as required
- Enforce Park rules and regulations to ensure safety and environmental conservation.
- Plan and coordinate nature, heritage and education programs, events, and community outreach initiatives.
- Collaborate with local authorities, environmental organizations, and other stakeholders.
- Prepare reports on park usage, maintenance needs, and budget requirements
- Ensure park development and operations align with the community's vision and key stakeholders.
- Uphold park standards, policies, and procedures, maintaining professionalism and quality.
- Travel for conferences, job fairs and travel trade events as required.

Qualifications:

- Bachelor's degree or Diploma in Park Management, Environmental Science, Recreation, or a related field (or equivalent experience).
- 3+ years of experience in park operations, management, or related field.
- Proven strong leadership and team management skills.
- Excellent communication and problem-solving abilities.
- Knowledge of Anishinaabe stewardship values and philosophies
- Experienced in proficiency with budgeting, scheduling, and administrative tasks.
- CPR and First Aid certification (preferred).
- Valid driver's license and access to reliable transportation

Work Environment:

- Off season (Nov-April) Hybrid-Remote/Head office in Wiikwemkoong
- Will require weekends and holidays as required

Deadline: Open until filled

Remuneration: \$75,000

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



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