

EMPLOYMENT OPPORTUNITY

Visitor Experience Coordinator

Seasonal Contract

(Subject to funding availability)

Enaadmaagejik is seeking a highly motivated individual to fill the position of Visitor Experience Coordinator with the Point Grondine Park. The Visitor Experience Coordinator (VEC) will be responsible for administering and coordinating all Point Grondine Park bookings including campground and eco cabin, backcountry/day use permitting, map sales, canoe rentals and tour sales.

DUTIES:

- Coordinate guest reservations, guest orientation/trip planning, customer inquiries and customer satisfaction surveys.
- Responsible for administering campground/eco cabin reservations, day use permitting, map sales, canoe rentals, and merchandise sales
- Coordinate Land-based learning and experiential tour programs in collaboration with travel trade and industry partners.
- Strengthen partnerships with industry, travel trade and government.
- Assist with updating Park communications via website and social media including content development and promotional campaigns
- Content development for travel blogs and stories for Point Grondine Park
- To update and strengthen online profiles and communication with industry partners.
- Coordinate Product Development initiatives to enhance and develop cultural tours for Groups and FITS
- To work with the park Guardian team on campground and eco cabin maintenance objectives
- Maintain a clean and professional work environment and deliver superior customer service
- Working in compliance with the Occupation Health and Safety Act and its Regulations and any workplace practices as directed by the employer
- Perform other assigned duties as required.

BASED ON THE FOLLOWING QUALIFICATIONS:

- Education background in Parks and Recreation, Environmental Science, Business Administration and Hospitality and Tourism is considered an asset
- Combination of education and relevant employment experience in Parks, Tourism, and/or Retail is considered an asset
- Post-secondary students are encouraged to apply
- All applicants will be considered with priority given to registered First Nations community members
- Must be available to work some evenings and weekends.
- Proficiency in Social Media platforms
- Valid Ontario driver's license and ability to travel
- Must have good verbal and written communication skills
- Excellent analytical, problem-solving, communication and networking skills.
- Ability to organize and set priorities; work independently and contribute to the team dynamics

Deadline: Open until filled

Wage/Salary- \$20/Hour

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



Point Grondine
PARK

Visitor Experience Coordinator-Point Grondine Park

C/O Luke Wassegijig- Tourism Manager

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