

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Park Manager

Enaadmaagehjik is seeking a Park Manager that will be responsible for overseeing the daily operations, maintenance, safety, and visitor services of Point Grondine Park. The Park Manager will report to the WDC Management team.

Key Responsibilities:

- Supervise and schedule park staff, including the park guardian team and administrative personnel.
- 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.
- Collect and respond to visitor feedback, concerns, and emergency situations as necessary.
- Collaborate with local authorities, environmental organizations, and other stakeholders.
- Prepare reports on park usage, maintenance needs, and budget requirements
- Prepare quarterly reports to Enaadmaagejik Board of Directors
- Initiate and renew relationships with stakeholders through regular meetings, fostering collaboration and partnership.
- Travel to head office in Wikwemikong as required by Management
- Demonstrate strong organizational skills in managing multiple tasks and priorities.
- Uphold park standards, policies, and procedures, maintaining professionalism and quality.
- Promote sustainability through eco-friendly practices.
- Conduct regular inspections of infrastructure, trails, restrooms, and signage.
- 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.
- Will require working Evenings, weekends and holidays
- CPR and First Aid certification (preferred).
- Valid driver's license and access to reliable transportation

Deadline: Open until filled

Remuneration: \$70,000- 1 year contract

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



Point Grondine
PARK

Luke Wassegijig, Tourism Manager
c/o Enaadmaagehjik
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