

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Visitor Experience Coordinator

Seasonal Contract/Post Secondary

Enaadmaagehjik is seeking a highly motivated individual to fill the position of Visitor Experience Coordinator with Point Grondine Park. The Visitor Experience Coordinator (VEC) will be responsible for coordination park bookings and land-based learning programs.

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 the website and social media, including content development and promotional campaigns.
- Develop content for travel blogs and stories for Point Grondine Park.
- Work with the Park Guardian team on campground and eco-cabin maintenance objectives.
- Maintain a clean and professional work environment and eviler superior customer service.
- Work in compliance with the Occupational Health and Safety Ct and its regulations, as well as any workplace practice directed by the employer.
- Perform other assigned duties as required.

QUALIFICATIONS:

- Educational background in Parks and Recreation, Environmental Science, Business Administration, and Hospitality and Tourism is considered an asset.
- A 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 applications will be considered, with priority given to registered First Nations 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 team dynamics.

DEADLINE: Open Until Filled

Rate of Pay: \$20-22.00/hr. – Dependent on qualifications and experience.

All applicants must submit a 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 –
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705-859-3477