

Park Manager

Position: Park Manager at Emerald Lake Regional Park

Employment Type: Seasonal (April 15 to September 30)

Salary Range: \$18,000.00 to \$22,000.00

The main duties include:

- Staffing for the season
 - Scheduling employees
 - Providing payroll information to Treasurer
 - Training staff for their duties and projects
- Responsible to adhering to the Budget provided by the Board
- Monitoring and maintaining all equipment, and vehicles including maintenance logs for vehicles, equipment and fuel
- Ordering supplies and work orders
- Responsible for end of season close-up
- Provide the Park Authority with updates with regard to maintenance updates, capital projects, and general projects.
- Responsible for taking deposit to the bank and submitting all invoices to Treasurer
- Responsible for overseeing all volunteers
- Responsible for planning special events (Canada Day and August long weekend events)
- Have a full understanding of Park bylaws, building bylaws, and seasonal camper agreements
- Perform daily rounds throughout the Park and report all interactions with Park patrons, campers and cabin owners, and when there is non-conformance to bylaws report to the Authority Compliance Committee
- The Authority Human Resources Committee will work with the Park Manager to hire staff and accept volunteers
- Will provide a weekly report to the Park Authority of issues, updates and project progress and will work with the Authority Human Resources Committee and the Authority as required

Manager experience is preferred.

Work on weekends will be required.

Emerald Lake Regional Park Authority is an equal opportunity employer. The Authority will thank all applicants for their interest, however only those selected for an interview will be contacted by the submission deadline.

Apply by: February 28, 2023

Submit cover letter and resume including references to:

Emerald Lake Regional Park, Box 38, Leask SK S0J 1M0