

Campground Supervisor 2023

Are you looking for a hands-on, supervisory position working outdoors at one of the most beautiful places on the Harrison River? The Kilby Campground is seeking an active, experienced individual who thrives in a fast-paced vacation environment. Come join our team!

Main Duties:

- Responsible for all aspects of day-to-day operations of the Kilby Park campground, boat launch and day use area according to established rules and regulations.
- Schedule, evaluate and provide exceptional leadership to 2 to 4 campground staff, including summer students and volunteers.
- Responsible for all Park maintenance: ensuring clean and maintained campsites, picnic tables, fire pits and washroom facilities.
- Maintain campground security by ensuring areas are patrolled and guests are abiding by the campground and park usage guidelines.
- Record and review all incident reports and communicating to Gatehouse Attendant for managing guest records.
- Provide information to campground visitors to make certain they have the best experience possible.
- Respond professionally to emergencies or customer service issues.

Other Responsibilities include:

- Delegate and prioritize tasks and maintenance projects.
- Participate in hiring and upholding the Human Resource policy.
- Maintain a safe and positive work environment
- Establish, develop, update and control operational processes and routines
- Wear approved Campground uniform
- Maintain a high level of communication between co-workers and Executive Director
- Check campsite availability using Campgroundbooking program (training provided)

Abilities & Skills required:

- Current First Aid Level 1 Certification or desire to obtain
- Knowledge of computer systems, Microsoft Office, Reservation systems
- Able to communicate effectively both oral and written
- Able to work independently and cooperatively in a group situation
- Exceptional customer service skills
- Carpentry, experience in operating maintenance equipment including tractor, chain saw and riding lawn mower desired (training provided)

Conditions: 40 hrs. a week including weekends. Wage determined depending on experience
Combination of physical work, standing, walking, and sitting
Must possess a reliable means of transportation to/from work
Ability to pass and maintain Criminal Records Check, Drivers Abstract

Please email or fax your resume and cover letter, by February 3, 2023 to:

Kilby Historic Site - Harrison Mills, BC
FAX (604) 796-9592 or Email: humanresources@kilby.ca