

POPLAR BEACH PARK MANAGER JOB POSTING

The Poplar Beach Campground is currently looking for a new Park Manager. The position will run from May 5, 2024 till Sep 22, 2022. Currently this is a 1 year contract with the ability to extent to 3 years.

The Poplar Beach campground is a seasonal trailer park located on Wakaw lake in Saskatchewan. There are 135 sites, with two rental spots available. The park runs along the water-front, with a semi-private beach access. There is a shower house that houses 4 male and 4 female showers, running toilets and sinks. There is also a workshop for housing equipment needed to maintain the park.

The Park Manager resides full time within the park (campsite will be provided with water/power/and sewer hookups, **candidate to provide own RV**) during this time frame. They will report directly to the parks board of directors.

The duties of the Park Manager will include, but not limited to:

- 1) RV campground and shop maintenance. Including campground maintenance (trimming of trees, mowing grass, grading of roads, etc.) and cleaning of washrooms/shower house.
- 2) Help with admin duties such as site inquiries, manage internal complaints (with assistance from the boards), enforcement of the parks Rules and Regulations, etc.

- 3) Liaise with contractors who are working within the park.
- 4) Respond to Board of Directors inquiries, attend Park related meetings, (upon request). Complete task/time/material data sheets forms.
- 5) Be available at irregular hours as necessary, may include emergency call outs during off time, as well as enforcing noise violations.

Considered applicants qualities will include:

Basic understanding of the English language.

Basic Plumbing/electrical/carpentry/mechanical skills, many tasks will include one or more of these skills.

Good personal skills, keep a harmonious working relationship with park members and board member.

Ability to problem solve.

Basic knowledge of standard office equipment, including moderate computer skills.

Expected salary will be \$16,000 – \$18,000 (dependent on experience) Payable in monthly installments. A bonus of up to \$4,500 may be payable upon successful completion of the contract.

Please send all inquiries to pbcoc135@gmail.com

Those interested are to submit a cover letter and resume by March 29, 2024. Interviews for potential candidates will commence in April.