



## **BEAUSOLEIL FIRST NATION**

### **EMPLOYMENT OPPORTUNITY**

#### **PARKS & TOURISM SUPERVISOR - 2 POSITIONS AVAILABLE**

##### **INTRODUCTION:**

The BFN Parks & Tourism supervisor position is a temporary contract. The BFN Parks & Tourism supervisor will be responsible for oversight of the parks & tourism labourers as well as executing daily duties outlined by the parks & tourism manager. Including; collecting camping fees, cleaning up, and enforcing established rules, regulations, and procedures. They will also have an overall presence within the Beausoleil First Nation Territory, including Christian Island, Hope Island, Beckwith Island, and Cedar Point. This position requires the ability to deal with the public in a professional manner and handle stressful situations. Travel by boat is required.

##### **MINIMUM QUALIFICATIONS:**

- Minimum Ontario Secondary School Diploma or equivalent
- Excellent Public Relations skills, including an appreciation of the need for tact and a positive, cheerful and informed approach to the public
- Displays initiative, strong interpersonal skills and a high level of organizational skills
- Excellent verbal communication skills
- Ability to lead and oversee a small team of labourers and high school employees.
- Ability to work shift work, which includes days, evenings, weekends and statutory holidays, as scheduled
- Pleasure Craft Operations Certificate is an asset but not a requirement
- Valid Standard First Aid and CPR or willingness to acquire certification
- Applicants must be a Beausoleil First Nation Member

##### **ESSENTIAL DUTIES:**

- Collect posted fees for campers and day-trippers
- Delegating and assisting in the completion of daily tasks outlined by the Parks & Tourism manager.
- Daily collection reports
- Cleaning of campsites, yurts, waterpark area and trails, including underbrushing, raking, cleaning and removing garbage, and yurt housekeeping.
- Assisting with boat clean up and maintenance
- Ensuring grounds are clear of debris
- Ensuring all visitors are apprised and adhere to the camp beach rules, and etiquette
- Compliance enforcement with day trippers and campers
- Communicating with radio(s)
- Forming relationships with Aboriginal Police Services and the Ontario Police Services in the event they need to be contacted for assistance
- Keeping track of schedules and recording time worked, appropriately

**OTHER DUTIES:**

- Communication of needs to the Lands Team regarding equipment, fuel, etc.
- Completing bi-weekly timesheets
- Participate in weekly staff meetings
- Incident reporting and/or journal-keeping

**KNOWLEDGE, SKILLS & ABILITIES**

- Basic math skills – collecting fees, providing change, tally sheets
- Conflict resolution and negotiation skills
- Ability to work independently and to follow and carry out instructions
- Physically able to carry out functions of the job
- Ability to operate and maintain a variety of light-powered equipment such as lawnmowers, brush cutters, etc.
- Ability to work under the Beausoleil First Nation’s Administration Policies and Procedure
- Resource management principles and techniques as they apply to the beaches as well as the ability to interpret, apply and enforce relevant rules, regulations and procedures existing within the Beausoleil First Nation

**Duration:** Seasonal, term contract

**Hours of Work:** 35 hours per week, shift work, must be available for evenings and weekends

**Rate of Pay:** \$19.00/hour

**Eligibility:** Due to the nature of the funding sources, you must be a Beausoleil First Nation Band Member and comply with BFN COVID-19 **safety and security policy.**

Direct	TBA	Functional	Dan Monague
Supervisor:	Parks & Tourism Manager	Supervisor:	First Nation Administrator

**HOW TO APPLY**

Bring cover letter & current resume to the BFN Parks & Tourism Job Fair on Friday, May 10th, 2024 from 9:00 AM to 2:00 PM. Interviews will be done on site the same day.

**Applications must consist of the following:**

Cover Letter, Current Resume