

# Employment Opportunity

## Village of Innisfree

### Birch Lake Campground/Innisfree Recreation Park Management



The Village of Innisfree is **ACCEPTING** Applications for the Birch Lake Campground/Innisfree Recreation Park Manager for the 2023 Season.

**The Campground/Recreation Park Manager tasks/duties include, but are not limited to, the following:**

1. Regular Maintenance of the Campground/Recreation Park such as grass cutting, tree trimming, emptying fire pits, cleaning of bathrooms, showers, and the Campground Administration Office.
2. Maintain a professional office at the Park with regular hours. The Manager will be required to process payments and reservations for camping sites and will be required to maintain accurate and thorough records of inventory and bookings.
3. Ensure that all visitors are made to feel welcome and will promote the Park and the Village of Innisfree in every way possible. Campers are to be greeted when they arrive or at some time during their stay.
4. Carry out small repairs and maintenance within the R.V. Park including camping sites, lawns, outbuildings, structures, parking lots, lighting, shower buildings, picnic shelters, accommodations and any other amenity related to the operation of the R.V. Park – with the assistance of Village Staff pursuant to budgetary approval.
5. Will be responsible for training and supervision of any hired seasonal staff.

**The Successful Candidate will:**

- Completion of grade Twelve (12) or Equivalent;
- Possess a valid Class 5 Driver’s License;
- Be bondable;
- Obtain the necessary skills to operate heavy equipment (to be considered an asset);
- Ability to perform physical labour;
- Good mechanical aptitude;
- Be “team player”;
- Be organized;
- Computer Literacy will be an asset; and
- Ability to keep up with changing tasks on a regular basis.

To view the Birch Lake Campground/Innisfree Recreation Park Manager contract/Job Description, please visit <http://www.innisfree.ca/Employment>.

The Birch Lake Campground / Innisfree Recreation Park Manager must be available to open the Park for business from May 1<sup>ST</sup>, 2023 to September 5<sup>TH</sup>, 2023 (or longer, weather permitting).

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The Village encourages applicants to submit their resumes: **by Wednesday, March 8, 2023.**  
Position will remain open until suitable candidate(s) are found.

Submit your resumes by using the following methods:

**Email:** [cao@innisfree.ca](mailto:cao@innisfree.ca)

**Fax:** 780-592-3729

**Drop off:** 5116 – 50 Avenue, Innisfree AB T0B 2G0

**Mail:** Box 69, Innisfree AB T0B 2G0

*We thank you in advance for your interest, however only those selected for interviews will be contacted.*