

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Gatehouse Attendants (4)

Seasonal Contract / Post Secondary / Secondary

Enaadmaagejik is seeking a highly motivated individual to fill the position of Gatehouse Attendant with the Point Grondine Park. The Gatehouse Attendant will greet visitors, manage reservations, and provide information about campground policies, amenities, and available services. The successful candidate requires excellent customer service skills, attention to detail, and the ability to handle cash and transactions.

DUTIES:

- Process guest reservations, guest orientation/trip planning, customer inquiries and customer satisfaction surveys.
- Responsible for walk in campground/eco cabin reservations, day use permitting, map sales, canoe rentals, and merchandise sales.
- To assist with general camper inquiries and customer concerns.
- To deliver superior customer service.
- To carry out general campground maintenance and eco cabin housekeeping duties when required.
- Assist with Land-based learning and experiential tour programs and required.
- Assist with updating Park communications via website and social media including content development and promotional campaigns.
- Maintain a clean and professional work environment and deliver superior customer service.
- Working in compliance with the Occupation Health and Safety Act and its Regulations and any workplace practices as directed by the employer.
- Perform other assigned duties as required.

BASED ON THE FOLLOWING QUALIFICATIONS:

- Combination of education and relevant employment experience in Parks, Tourism, and/or Retail is considered an asset.
- Post-secondary students are encouraged to apply.
- All applicants will be considered with priority to registered First Nations community members.
- Must be available to work some evenings and weekends.
- Proficiency in Social Media platforms.
- Valid Ontario driver's license and ability to travel.
- Must have good verbal and written communication skills.
- Excellent analytical, problem-solving, communication and networking skills.
- Ability to organize and set priorities; work independently and contribute to the team dynamics.

DEADLINE: Open Until Filled

Start: May 1st, 2025

DURATION: Seasonal (31 weeks) / Post Secondary (18 weeks) / Secondary (8 weeks)

Rate of Pay: Minimum Wage - \$19/hr

Interested applicants must submit a cover letter, resume, certificates and three work references to:



Luke Wassegijig, Tourism Manager –
lwassegijig@wikydevcom.ca
705-859-3477