




APRIL 1, 2026



OPEN POSITIONS:

- ✓ Ec Dev Property Manager
- ✓ Campground & RV Park Manager
- ✓ Guest Services Coordinator
- ✓ Campground Attendant
- ✓ Grounds & Maintenance Supervisor
- ✓ Child & Youth Counselor



	JOB POSTING	
	Economic Development Property Manager Department: Economic Development Reports to: Director of Economic Development	

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Overview

Reporting to the Director of Economic Development, the Economic Development Property Manager is responsible for managing the Nation's commercial and economic development assets, leases, and tenant relationships. This position oversees property and lease administration, ensures the efficient operation and maintenance of Nation-owned economic properties, and supports long-term revenue generation through strategic planning and management.

The incumbent will play a key role in administering and managing leasing agreements, maintaining strong relationships with tenants and partners, and supporting the Nation's economic development goals through proactive asset optimization and financial accountability.

This job description provides a general overview of the duties and responsibilities of the Economic Development Property Manager. In addition, the Nation's policies and procedures further describe performance and behavioural expectations of all employees.

Responsibilities

- Oversee the day-to-day management of Nation-owned commercial and economic development properties, ensuring they are maintained to a high standard.
- Administer lease agreements with tenants, businesses, and external organizations.
- Maintain accurate and up-to-date lease, tenant, and property records, including renewal dates and maintenance schedules.
- Support the Director of Economic Development and Economic Development CFO in the preparation and management of the annual budget.
- Monitor lease revenues, expenditures, and property performance; prepare regular reports and forecasts for the Economic Development Committee and Council.
- Coordinate and oversee property inspections, maintenance, and improvements in collaboration with contractors and service providers.

- Assist in developing policies and procedures for property and asset management that align with Nation goals, community values, and sustainability principles.
- Collaborate with the Nation's Finance Department to ensure timely invoicing, rent collection, and financial reporting for all leases and property-related activities; including triple net allocations and related billing
- Coordinate maintenance contracts including janitorial, building systems including HVAC, plumbing, elevators, information technology as well as regulatory items such as fire safety inspections.
- Foster positive relationships with tenants, addressing inquiries, issues, and disputes professionally and promptly.
- Work closely with the Communications Coordinator to promote available leasing opportunities and highlight Nation-owned business properties.
- Maintain confidentiality and adhere to Nation privacy policies at all times.
- Perform other duties as assigned.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

Confidentiality and Privacy

In the course of working for the Nation, employees may become aware of confidential business and personal information, including information about other employees and community members. This information may not be disclosed without prior written permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the Nation.

Key Contacts

- Director of Economic Development
- Tenants and business partners
- Contractors, suppliers, and property service providers
- Funding agencies and external organizations
- Internal departments (Finance, Administration, Public Works)

Preferred and Required Qualifications & Experience

[Some required qualifications may be achieved on-the-job]

- University degree or diploma in business administration, real estate, property management, or a related discipline.
- Minimum five years of experience in leasing, asset management, property administration, or economic development.
- Strong knowledge of property management principles, lease negotiation, and asset maintenance planning.
- Proven experience in budget development, financial reporting, and contract management.
- Working knowledge of community and Indigenous economic development principles.
- Experience negotiating agreements and partnerships with external stakeholders, including government and Indigenous organizations.

- Excellent communication, interpersonal, and relationship management skills.
- Strong organizational and problem-solving abilities with high attention to detail.
- Advanced proficiency in Microsoft Office Suite and property management software.
- Valid Class 5 BC Driver's License and access to a reliable, insured vehicle.
- Clean criminal record check (relevant to the position).
- Previous experience working for or with an Indigenous government or organization is an asset.

Personal Attributes

The ideal candidate will:

- Demonstrate sound judgment, integrity, and professionalism in all business dealings.
- Possess strong leadership, analytical, and negotiation skills.
- Be able to balance multiple priorities and deadlines in a dynamic environment.
- Maintain a positive and respectful attitude toward tenants, partners, and colleagues.
- Exhibit flexibility, initiative, and a commitment to continuous improvement.
- Be community-minded and aligned with the Nation's economic, cultural, and environmental values.

Physical Requirements and Working Conditions

This position is based at the We Wai Kai Nation office and involves regular site visits to Nation-owned properties. The role typically follows a Monday to Friday daytime schedule but may require occasional evening or weekend work.


Compensation:

- An annual salary of \$70,000 to \$85,000 depending on experience and qualifications.
- Generous benefits and registered pension plan matching of up to 9%
- Paid vacation

How to Apply:

If you are interested in this opportunity, please submit your resume and cover letter to careers@wewaikai.com. The posting will remain open until the position is filled. Preference may be given to Indigenous applicants in accordance with the organization's hiring policies.

We Wai Kai Nation is an equal opportunity employer and encourages applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.

	Job Posting
	Campground and RV Park Manager Reports to: We Wai Kai Campground Committee

Who We Are

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Position Overview

Reporting to the We Wai Kai Campground Committee, the Campground Manager is responsible for the year-round management and operation of the We Wai Kai Campground and Cape Mudge RV Park, including reservations, guest services, staffing, marketing, merchandising, facility maintenance, and financial oversight. This management role ensures the campground operates safely, efficiently, and in alignment with the Nation’s economic development goals while delivering a positive visitor experience.

Responsibilities and Duties

Campground Operations


- Oversee daily operations of campground facilities and RV sites
- Ensure sites, washrooms, utilities, and public areas are clean, safe, and maintained
- Monitor occupancy and operational performance
- Provide a welcoming and professional visitor experience

Reservations and Guest Services

- Manage campground reservation systems and online booking platforms
- Coordinate guest check-in and check-out procedures
- Respond to visitor inquiries and resolve guest concerns
- Monitor occupancy levels and seasonal demand

Staff Leadership

- Recruit, hire, and onboard seasonal and permanent campground staff
- Schedule staff and coordinate operational coverage
- Provide training, supervision, and performance feedback

	Job Posting
	Campground and RV Park Manager Reports to: We Wai Kai Campground Committee

- Support a positive and safe workplace culture

Marketing and Promotion

- Support marketing initiatives promoting the campground and RV park
- Maintain accurate information on booking platforms and promotional channels
- Assist with tourism partnerships and visitor engagement initiatives

Merchandising and Ordering

- Manage campground merchandise and retail items for guests
- Order supplies and operational materials
- Monitor inventory levels and vendor relationships

Financial and Budget Management

- Prepare and manage annual operating budgets
- Monitor revenues, expenses, and financial performance
- Manage POS systems, cash handling, and deposits
- Prepare operational and financial reports as required

Maintenance and Infrastructure


- Coordinate maintenance and repairs of campground facilities and infrastructure
- Manage Maintenance and Grounds Supervisor
- Supervise groundskeeping and general site maintenance
- Ensure facilities remain safe and operational for visitors

Project Management

- Support campground infrastructure improvements and development projects
- Coordinate contractors and project timelines
- Assist with planning and operational readiness for new initiatives

Organizational Reporting

- Participate in quarterly Economic Development Committee meetings
- Participate in quarterly Entity Manager meetings
- Provide operational updates and performance reports

	Job Posting
	Campground and RV Park Manager Reports to: We Wai Kai Campground Committee

Health, Safety, and Environmental Stewardship

- Ensure operations comply with safety regulations and standards
- Maintain a safe environment for visitors and staff
- Support responsible stewardship of Nation lands and natural areas

Key Contacts

- Campground visitors and guests
- We Wai Kai Nation departments and staff
- Business Operations Manager
- Campground Committee
- Contractors and service providers
- Suppliers and tourism partners

Preferred and Required Qualifications & Experience

(Some qualifications may be achieved on the job)


- Grade 12 graduation; post-secondary education in tourism, hospitality, or business an asset
- Two to three years experience managing a campground, RV park, tourism, or hospitality operation
- Leadership experience including hiring, onboarding, and supervising staff
- Experience preparing and managing operational budgets
- Experience with reservation and point-of-sale systems
- Strong organizational, administrative, and customer service skills
- Proficiency with MS Office and online booking systems
- Ability to work independently and collaboratively within a team environment
- Clean criminal record relevant to the position

Personal Attributes

This management role requires professionalism, accountability, and commitment to the values of the We Wai Kai Nation. The Campground Manager is expected to lead by example and foster a welcoming environment for visitors, staff, and community members.

Physical Requirements and Working Conditions

Walking and standing throughout campground facilities

	Job Posting
	Campground and RV Park Manager Reports to: We Wai Kai Campground Committee

Frequent bending, lifting, and carrying supplies or equipment
 Occasionally lifting up to 35 lbs using safe lifting techniques
 Exposure to outdoor weather conditions
 Evening and weekend work hours, especially during peak tourism seasons

This year-round position includes on-site housing to support operational oversight and guest services.

Compensation:

- An annual salary of \$72,000 to \$82,000 depending on experience and qualifications.
- On-site year-round housing to support operational oversight and guest services.
- Generous benefits and registered pension plan matching of up to 9%
- Paid vacation

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	Job Posting
	Guest Services Coordinator Reports to: Campground Manager

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Position Overview

Reporting to the Campground Manager, The Guest Services Coordinator is responsible for the day-to-day guest services and front office operations for the We Wai Kai Campground and Cape Mudge RV Park. This role is the primary point of contact for guests and supports reservations, administrative functions, retail operations, and general campground coordination.

This position plays a key role in delivering positive guest experiences, maintaining organized office operations, and supporting overall campground efficiency. The role also includes janitorial duties and operational support at both the campground and RV park as required.

Responsibilities

Guest Services and Front Desk Operations


- Open and prepare the office daily, ensuring a clean, organized, and welcoming environment (counters, workspace, windows, deck, and exterior areas)
- Greet and assist guests in a professional and friendly manner
- Check guests in and out of the campground and RV park
- Respond to guest questions, concerns, and complaints, or direct to appropriate staff
- Provide information on campground amenities, policies, and local tourism opportunities

Reservations and Communication

- Manage campground reservations using the online booking system
- Responding to email inquiries including reservations, changes, and general questions
- Answer phone calls and monitor voicemail throughout the day
- Ensure all calls and messages are returned within the same business day

Office Administration

- Operate office equipment including POS system, computer systems, copier, and scanner
- Prepare and print invoices and submit to the accounting department
- Maintain organized records including reservations, agreements, and documentation

	Job Posting
	Guest Services Coordinator Reports to: Campground Manager

- Create temporary signage as needed (e.g., maintenance notices, closures)
- Track and maintain documents such as timesheets and rental agreements

Retail and Inventory Management

- Manage campground store operations including sales and customer service
- Maintain inventory levels, stock shelves, and organize displays
- Input inventory data and track stock levels
- Ensure drink coolers, ice freezers, and merchandise areas are clean and fully stocked
- Bag and restock ice as required

Rentals and Equipment Support

- Manage SUP and kayak rentals including:
 - Explaining safety procedures and usage guidelines
 - Preparing and cleaning equipment before and after use
 - Assisting guests with equipment setup and life jackets
- Safely operate golf carts and light equipment when required

Janitorial and Facility Support

- Perform janitorial duties as required, including cleaning washrooms, office space, and common areas
- Restock cleaning supplies and toiletries as needed
- Maintain cleanliness of shared spaces and report maintenance concerns
- Support overall cleanliness standards across campground and RV park facilities

Financial and Cash Handling

- Process transactions through POS system
- Handle cash, receipts, and daily sales
- Complete end-of-day cash-out procedures, including balancing and resolving discrepancies

Operational Coordination

- Assist with coordinating campground appointments (e.g., maintenance, contractors, service providers)
- Support communication between guests, maintenance staff, and management
- Communicate regularly with the Maintenance & Grounds Supervisor to report any maintenance, repair, or facility-related needs
- Assist with general campground and RV park operations as required
- Provide support at the Cape Mudge RV Park as needed

Key Contacts

- Campground and RV park guests

	Job Posting
	<p>Guest Services Coordinator Reports to: Campground Manager</p>

- Campground Manager
- Maintenance & Grounds Supervisor
- Seasonal staff
- Accounting department
- Contractors and service providers

Preferred and Required Qualifications & Experience

(Some qualifications may be achieved on the job)

- Grade 12 graduation
- Experience in customer service, hospitality, or office administration
- Experience using reservation or POS systems is an asset
- Strong communication and interpersonal skills
- Basic computer skills including MS Office and email systems
- Strong organizational and time management skills
- Ability to multitask and work in a fast-paced environment
- Ability to work independently and as part of a team
- Clean criminal record relevant to the position

Physical Requirements and Working Conditions

- Standing and working at a front desk for extended periods
- Occasional lifting of supplies (e.g., merchandise, ice bags)
- Performing cleaning and janitorial tasks
- Exposure to both indoor and outdoor environments
- Evening and weekend working hours especially during peak season

This position is a full-time seasonal role from May to October.

Compensation:

- This position pays \$20-\$23/hour depending on experience and qualifications.

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Job Posting

Campground Attendant (Cleaning and Grounds)

Reports to: Campground Manager

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Position Overview

Reporting to the Campground Manager, the Campground Attendant is responsible for maintaining the cleanliness, safety, and overall appearance of the We Wai Kai Campground and Cape Mudge RV Park. Campground Attendant (Cleaning and Grounds), this role focuses on daily cleaning, grounds upkeep, and general operational support, contributing to a high-quality and welcoming experience for all visitors. This position includes both indoor janitorial duties and outdoor maintenance work and may involve the use of equipment and tools as required.

Responsibilities

Under the direction of the Campground Manager, Campground attendant is responsible for:
Janitorial and Cleaning Duties

- Clean campground washrooms daily, including:
 - Toilets, sinks, countertops, showers, floors and walls
- Maintain cleanliness of all shared and high-use areas
- Restock supplies such as soap, paper products, and cleaning materials
- Ensure all facilities are clean, sanitary, and guest-ready

Groundskeeping and Outdoor Maintenance

- Perform routine outdoor maintenance including:
- Lawn mowing and weed whacking
- Weeding, raking campsites, and debris removal
- Cleaning fire pits and common areas
- Watering plants and maintaining landscaped areas
- Assist in maintaining the overall appearance and safety of campground grounds

Equipment and Tools

- Safely operate equipment including:



Job Posting

Campground Attendant (Cleaning and Grounds)

Reports to: Campground Manager

- Golf carts, Lawn mowers (including ride-on), Weed whackers and other tools
- Ensure proper use and care of equipment
- Report any equipment issues or safety concerns

Maintenance Support

- Assist with minor operational tasks such as turning breakers on/off as needed
- Report any damaged, missing, or malfunctioning equipment or facilities (e.g., soap dispensers, plungers, electrical boxes, site posts)
- Support maintenance team by identifying issues early

Inventory and Supplies

- Monitor cleaning supply levels and notify office staff or management when restocking is required
- Maintain awareness of cleaning products and their proper use

Guest Interaction and Support

- Assist guests with general questions and direct them to appropriate staff when needed
- Maintain a friendly and helpful presence within the campground

Key Contacts

- Maintenance & Grounds Supervisor
- Campground Manager
- Guest Services Coordinator
- Campground guests
- Seasonal staff

Preferred and Required Qualifications & Experience

(Some qualifications may be achieved on the job)

- Experience in cleaning, janitorial, or maintenance roles is an asset
- Ability to perform physical outdoor and indoor work
- Basic understanding of cleaning products and safe usage
- Ability to operate basic equipment and tools
- Strong attention to detail and reliability
- Ability to work independently and as part of a team
- Valid driver's license is an asset
- Clean criminal record relevant to the position



Job Posting

Campground Attendant (Cleaning and Grounds)

Reports to: Campground Manager

Personal Attributes

This role requires a dependable and hardworking individual who takes pride in maintaining clean and well-kept spaces. The ideal candidate is proactive, detail-oriented, and contributes to a positive environment for both guests and staff.

Physical Requirements and Working Conditions

Physical demands may include:

- Frequent bending, lifting, and standing
- Operating cleaning tools and outdoor equipment
- Lifting supplies and equipment using safe techniques
- Working both indoors and outdoors in all weather conditions


This position is a full-time seasonal role from May to October.

Compensation:

- This position pays \$20-\$23/hour depending on experience and qualifications.

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	Job Posting
	Grounds and Maintenance Supervisor Reports to: Campground Manager

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Position Overview

Reporting to the Campground Manager, the Maintenance & Grounds Supervisor is responsible for the day-to-day maintenance, groundskeeping, and operational upkeep of the We Wai Kai Campground and Cape Mudge RV Park. This role ensures that campground facilities, grounds, utilities, vehicles, and equipment are maintained in a safe, clean, and operational condition to support a high-quality visitor experience. This position is primarily hands-on and operational, with responsibility for performing and coordinating maintenance activities, supporting repair and maintenance, and assisting with infrastructure improvements and seasonal site readiness.

The Maintenance & Grounds Supervisor works closely with the Campground Manager and the We Wai Kai Nation Public Works Department and may coordinate seasonal workers, contractors, or maintenance support as required.


Responsibilities and Duties

Groundskeeping and Site Maintenance

- Perform and oversee routine groundskeeping including:
 - Lawn mowing, trimming, and landscaping, sweeping, raking, and litter pickup
 - Road, pathway, and campsite upkeep
- Ensure campground sites, roads, and common areas are clean, safe, and well maintained
- Support seasonal opening, preparation, and winterization of campground facilities

Facilities and General Maintenance

- Perform routine maintenance of campground buildings, washrooms, and infrastructure
- Identify and complete minor repairs in a timely manner
- Conduct regular inspections of facilities, sites, and equipment

	Job Posting
	Grounds and Maintenance Supervisor Reports to: Campground Manager

- Report major repairs or infrastructure concerns to the Campground Manager

Water and Utility Systems

- Monitor basic operation of campground water systems and utilities
- Conduct routine checks of pumps, hookups, and service connections
- Identify issues and coordinate support with Public Works or contractors
- Assist with maintaining safe and functional utility systems

Equipment, Vehicles, and Tools

- Maintain campground vehicles, golf carts, lawn equipment, and maintenance tools
- Perform routine inspections, cleaning, and minor repairs
- Coordinate servicing and repairs as required
- Ensure all equipment is stored safely and maintained in good working order

Inventory and Supplies

- Maintain inventory of maintenance tools, equipment, and supplies
- Monitor usage and identify replacement or repair needs
- Order maintenance supplies and materials as required

Maintenance Coordination and Support


- Coordinate day-to-day maintenance priorities and tasks
- Support contractors and service providers working on-site
- Assist with small projects and infrastructure improvements
- Coordinate seasonal or project-based maintenance support as required

Repair & Maintenance Support

- Track maintenance needs and support planning of repair work
- Assist with managing maintenance materials and supply needs
- Provide input on equipment replacement and infrastructure improvements

Health, Safety, and Environmental Stewardship

- Ensure all maintenance work follows safety procedures and standards

	Job Posting
	Grounds and Maintenance Supervisor Reports to: Campground Manager

- Maintain safe working conditions for staff, contractors, and visitors
- Promote responsible stewardship of Nation lands and campground facilities

Operational Support

- Work closely with the We Wai Kai Nation Public Works Department on infrastructure and utility-related needs
- Support campground operations during peak periods or maintenance-related issues
- Contribute to maintaining a safe, clean, and welcoming environment for visitors

Key Contacts

- Campground Manager
- Campground operations staff
- We Wai Kai Nation Public Works Department
- Contractors and service providers
- Equipment and supply vendors

Preferred and Required Qualifications & Experience


(Some qualifications may be achieved on the job)

- Grade 12 graduation; trades or maintenance experience considered an asset
- Experience in groundskeeping, maintenance, or similar operational roles
- Experience operating lawn mowers, landscaping equipment, or maintenance tools
- Basic knowledge of facilities, utilities, or mechanical systems
- Strong organizational and problem-solving skills
- Ability to work independently and take initiative
- Valid driver’s license
- Clean criminal record relevant to the position

Personal Attributes

This role requires reliability, attention to detail, and a strong work ethic. The Maintenance & Grounds Supervisor must take a proactive approach to maintaining campground facilities and grounds while supporting a safe and welcoming environment.

Physical Requirements and Working Conditions

	Job Posting
	Grounds and Maintenance Supervisor Reports to: Campground Manager

- Walking and standing throughout campground grounds
- Frequent bending, lifting, and use of maintenance equipment
- Operating lawn mowers, tools, and small equipment
- Lifting materials or equipment up to 50 lbs using safe lifting techniques
- Exposure to outdoor weather conditions
- Evening and weekend work hours during peak operational periods

This is a full-time year-round position. Must be available to work weekends and early and late shifts as needed during the operational season.

Compensation:

- Annual Salary \$60,000 - \$70,000k per year
- Generous benefits and registered pension plan matching of up to 9%
- Paid vacation

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JOB POSTING

Laichwiltach Family Life Society has an opening for a Child & Youth Counselor in the Campbell River area. (Maternity filled position to April 2027)

Education:

Counseling certificate from a recognized College or University, CYC or other related training courses.

Skills, Abilities & Experience

- Provide one/one counseling in variety of areas (addictions, suicide, trauma)
- Minimum of 2 years' experience working with families
- Mediation skills as an asset
- Experience in working with families
- Communication skills, both written and oral
- Maintains professional standards of practise
- Ability to work in team environment
- Valid driver's license, own vehicle
- Current Criminal record check

Salary: \$30 per hour

Hours per week: 4 days per week (28hrs)

Deadline to submit resume: April 20th 2026

Start date: TBD

Interested people: Please submit resume and cover letter along with 2 letters of reference.

Drop off, mail 441-4th Avenue, Campbell River, BC Laichwiltach Family Life Society
Email: executivedirector@lfls.ca

Attention: Audrey Wilson

Only those short listed will be contacted for interview