

	<b>Job Posting</b>
	<p><b>Campground and RV Park Manager</b>          Reports to: We Wai Kai Campground Committee</p>

**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 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

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- 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

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**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.

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**Physical Requirements and Working Conditions**

Walking and standing throughout campground facilities  
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

**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

To apply, please send your cover letter and resume to [careers@wewaikai.com](mailto:careers@wewaikai.com).

We Wai Kai Campground is an equal opportunity employer and, in accordance with applicable legislation, reserves the right to give preference to qualified Indigenous applicants.