

Job Requirements: Park Superintendents

The **Sooke Community Campground**, a fully serviced park, managed seasonally in beautiful Sooke, British Columbia is seeking hard-working and accountable park superintendents with experience in the property management and tourism industries.

The successful applicants would be responsible for the overall supervision and ongoing maintenance of the campground. This is a 24/7 position; during the “open season” (April 1st - Oct 31st) you are expected to work a 7-day week. During the “closed season” (November 1st - March 31st) the expected work hours and duties are reduced.

Key Responsibilities and Duties

- Able to work with minimal supervision
- Work Hours: Sun-up until campground quiet-hour (emergency on-call during the night)
- Office activities include:
 - oversee website and manage site booking requirements
 - client management
 - park financials
 - administer event contracts (ie. annual car show, festivals, etc.)
- Overall upkeep of all common areas
- Septic system operation checks
- Grass cutting and trimming
- Firewood management
- Minor maintenance and repairs to equipment
- Capable of responding quickly to after-hours emergencies
- Supervision of all areas of the campsite and enforcement of campsite/facility regulations
- Monthly reporting to the Sooke Community Association (SCA)

Required Qualifications

- Fluent in the English language
- Class 5 Drivers License
- Personal vehicle
- High school diploma or equivalent; post secondary training in property management, tourism sectors seen as an asset
- Basic knowledge and experience with construction, plumbing and electrical activities would be an asset
- Physically capable to lift over 50 lbs.
- Self-motivated

Key Benefits

- On-site home provided year round (no commute to work required)
- Basic utilities included year round (electricity, heating, water, internet, cable, local telephone service)

- Up to 2 - 3 week vacation per year (must be taken during “closed season” with permission from the SCA Directors)

Job Type: Full-time

- applicants must agree to work 7 days a week during our open season

Salary:

- approx. \$45,000.00 / year (includes costs supporting on-site living, basic utilities and internet)

Term:

- 1 year (January to December 2019); option to extend will be considered

Reporting hierarchy:

- the Park Superintendent will be accountable to the Sooke Community Association (SCA) Board of Directors

Experience:

- property management
- tourism industry
- basic computer skills
- basic maintenance activities

Education:

- High school or equivalent

Location:

- Sooke, British Columbia

Licence:

- Class 5 Drivers License

Language:

- English

References will be required