



Mahingan Development Corporation

Hunter's Point, P.O. Box 998
Temiscaming, Quebec J0Z 3R0
Tel: 819-627-3628

EMPLOYMENT OPPORTUNITY

JOB TITLE: Camp La Lucarne Seasonal Manager – Full Time

BUSINESS NAME: Camp La Lucarne
Laniel, Quebec

JOB SUMMARY: The Manager is directly responsible for overall camp operations. He/she will oversee, coordinate and supervise the day to day operations of Camp Lucarne. The Manager will supervise and provide optimal hospitality to guests upon their arrival and departure. He/she will be responsible for the promotion of the business, oversee the upkeep, cleaning and maintenance of all assets (equipment, buildings and grounds).

DUTIES AND RESPONSIBILITIES:

- Promote Health and Safety on the premises for all customers and staff
- Coordinate promotion of the business and the maintenance of the website
- Respond to emails, take reservations and coordinate the arrival and departure of customers
- Responsible for financial reporting with the administration of Wolf Lake First Nation.
- Daily supervision of staff
 - setting the schedule and monitoring of staff
 - setting the schedule for cleaning of cabins
- Develop a maintenance plan with the care taker.
- Oversee the maintenance and cleanliness of the grounds, buildings and equipment.
- Ensure that needed repairs are performed immediately.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Diploma in Tourism and Hospitality Industry is an asset
- Must have prior direct supervisory experience and/or experience leading a team
- Must be independent and trustworthy
- Experience in building maintenance, grounds maintenance and mechanics.
- Experience in providing excellent customer service
- Knowledge of the area
- Knowledge of Microsoft Office software.
- Strong problem-solving abilities and a multitasker
- Strong communication skills in English and French would be an asset.
- Valid Driver's License

WORKING CONDITIONS: During the contractual period, the manager will be required to be on location at Camp La Lucarne on weekends and during peak or busy periods. May be required to work outside and occasionally in bad weather. The regular hours of 35 hours a week can sometimes extend beyond a regular work day.

SALARY: Commensurate to experience – to be determined upon hiring

CLOSING DATE: March 18, 2022 @ 12:00 p.m.

Please send a covering letter along with your resume and 2 employment references to:

Att: Martha Polson, Band Manager
[http://marthapolson@wolflakefirstnation.com](mailto:marthapolson@wolflakefirstnation.com)
Wolf Lake First Nation
P.O. Box 998
Temiscaming, QC, J0Z3R0
Phone (819) 627-3628

Thank you to all who apply; however, only those selected for an interview will be contacted.