



POSTED: JULY 8, 2024

## **BEAUSOLEIL FIRST NATION EMPLOYMENT OPPORTUNITY**

### **PARKS & TOURISM MANAGER**

#### **INTRODUCTION:**

The BFN Parks & Tourism Manager will provide travel, hospitality and accommodation information and services to tourists, promote tourism, and assess tourist opportunities within BFN Territory and Springwater Park. The Parks & Tourism Manager will develop and enhance the visitor facilities within BFN Territory to stimulate growth in order to produce economic benefits for BFN Parks & Tourism.

#### **MINIMUM QUALIFICATIONS:**

- Travel & Tourism Diploma preferred or Minimum Ontario Secondary School Diploma with 2 years relevant work experience.
- Excellent Public Relation skills, including an appreciation of the need for tact and a positive, cheerful and informed approach with the public
- Displays initiative, strong interpersonal skills and high level of organizational skills
- Excellent verbal communication skills
- Ability to work shift work, which includes days, evenings, weekends and statutory holidays, as scheduled
- A valid driver's license is a must
- Pleasure Craft Operations Certificate is a definite asset
- Valid Standard First Aid and CPR
- Persons of First Nation Ancestry preferred

#### **ESSENTIAL DUTIES:**

- Plans, organizes, and manages all day-to-day operations, usage, work activities, and budget activities of the parks & tourism including staffing, scheduling, programming, maintenance, revenue and expense management, and work processes.
- Supervises employees including hiring, training, scheduling, development, evaluation, promotion, and discipline of subordinate supervisory and non-supervisory technical, specialized, administrative, skilled and unskilled staff.
- Ensures compliance with applicable safety, maintenance, and/ or programming standards/ requirements for all Parks & Tourism operations and facilities.
- Inspects, evaluates, coordinates and oversees repair, renovation or replacement of facilities and equipment.
- Serves as a liaison to and coordinates with outside organizations; attends community meetings, publicly speaking on behalf of the department; represents the department as required; maintains contact/relations with other municipal agencies to facilitate operations.
- Prepares reports and correspondence.
- Maintains and enhances professional knowledge and skills.

- Provides assistance in the preparation of the department's budget and in determining department policies and procedures.
- Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES**

- Resource management principles and techniques as they apply to the beaches as well as ability to interpret, apply and enforce relevant rules, regulations and procedures existing within Beausoleil First Nation Territory.
- Working knowledge of: park planning and development; urban design principles; program planning; budget; cost control; maintenance; and, safety practices.
- Ability to: organize, coordinate, and supervise the work of a 4 to 6 staff Parks & Tourism Attendants
- Express ideas and information clearly and concisely both verbally and in writing; maintain cooperative working relationships with peers, employees, City officials, and the public.
- Strong computer and communication skills including confident public speaking skills

**Duration:** Permanent, Full-Time

**Closing Date:** **Monday, July 15, 2024 @ NOON**

**Hours of Work:** 35 hours per week, shift work, must be available for weekends

**Range of Pay:** DOQ\DOE

**Eligibility:** Due to the nature of the funding sources, you must a Beausoleil First Nation Band Member

Direct Supervisor: Joseph Stup  
Trust Comptroller

Functional Supervisor: Dan Monague  
First Nation Administrator

**HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office  
Attention: Human Resources Department  
11 O'Gemaa Miikan, Christian Island, ON, L9M0A9  
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

**Applications must consist of the following:**

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.  
*Your application package must be clearly marked with your name and the position you are applying for.  
We thank all who apply; however, only those selected for an interview will be contacted.*