

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Customer Service Representative/Gatehouse Attendant

Post Secondary & Secondary Student Positions
(Subject to funding availability)

The Point Grondine Park is seeking a highly motivated individual to fill the student position of Customer Service Representative. The successful candidate will assist the Visitor Experience Coordinator with customer inquiries at Point Grondine Park and work under the guidance of Enaadmaagehjik's Tourism Manager.

DUTIES:

- Assist with customer inquiries including trip planning, rentals, eco-cabin and campground reservations.
- Providing visitor information, collecting visitor data and directing customers to the appropriate products and services within PGP and Wikwemikong Tourism.
- Assist customers who are interested in purchasing park maps, day use permits, Anishinaabe Cultural Experiences, and other merchandise available for purchase.
- Perform cash handling duties, preparation of daily sales summaries, inventory counts, pricing and stocking of merchandise and promotional materials
- Maintain a clean and professional work environment, present a clean and professional appearance and deliver superior customer service
- Assist with the delivery of Anishinaabe cultural experiences as required.
- Promote Anishinaabe environmental stewardship practices including responsible wilderness ethics
- Perform other assigned duties as required.

BASED ON THE FOLLOWING QUALIFICATIONS:

- Must be a Post-Secondary or Secondary student and returning to school in the fall of 2024;
- Must be a registered Member with Wikwemikong Unceded Territory.
- Positions available in Wikwemikong and at Point Grondine Park
- Must be available to work weekends.
- Preference given to senior secondary (Grade 11 and up) or post-secondary students.
- Must have some Retail and customer service experience.
- Valid Drivers licence considered an asset.
- Must provide Criminal Reference Check and will be subject to the responsibilities of the position.
- Must have some understanding of Anishinaabe culture and Anishinaabwemowin.
- Excellent analytical, problem-solving, communication, and networking skills
- Ability to organize and set priorities; work independently; and contribute to the team dynamics.

DEADLINE: April 26 2024

Please submit cover letter, resume, three recent work-related references, and an up to date criminal reference check (CPIC) addressed to:

Re: Customer Service Representative/Gatehouse Attendant

Luke Wassegijig, Tourism Manager

c/o Enaadmaagehjik

2102 Wikwemikong Way

Wikwemikong, Ontario

POP 2J0

lwassegijig@wikydevcom.ca



Point Grondine
PARK

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Tourism Ambassador/Gift Shop Lead

Post-Secondary Position

(Subject to funding availability)

Wikwemikong Tourism is seeking a highly motivated individual to fill the post-secondary position of Tourism Ambassador/Gift Shop Lead. The successful candidate will work under the guidance of Enaadmaagehjik's Tourism Manager and Tourism Coordinator.

DUTIES:

Responsible for the day-to-day operations at the Wikwemikong Tourism Gift Shop including but not limited to:

- Managing/ordering inventory, pricing, promotions, processing daily sales , processing and managing online inventory and researching new products.
- Provide leadership including scheduling and direct supervision of Tourism Ambassadors/Gift Shop team.
- Responsible for collecting Visitor data via traveler and event surveys.
- To coordinate tourism ambassadors for daily cultural tours and other group tours as required.
- Coordination of tourism related events.
- Promote Wikwemikong Tourism products and services via social media;
- Complete store reporting and summer student evaluations.
- Deliver superior customer service
- Perform other assigned duties as required.

BASED ON THE FOLLOWING QUALIFICATIONS:

- Must be registered to an accredited Post-Secondary Institution and returning to school in the fall of 2024;
- Must be a registered Band Member with WUIR;
- Must be unemployed, in receipt of EI, SA or receiving no income at all;
- Must provide Criminal Reference Check and will be subject to the responsibilities of the position;
- Excellent analytical, problem-solving, communication, and networking skills;
- Ability to organize and set priorities; work independently; and contribute to the team dynamics;
- Preference given to Business, Marketing and Hospitality/Tourism students.

Deadline: April 26, 2024

Duration: 16 Weeks

Remuneration: \$20.00/hr

Please submit cover letter, resume, three recent work-related references, and an up to date criminal reference check (CPIC) to:



Luke Wassegijig, Tourism Manager
c/o Enaadmaagehjik
2102 Wikwemikong Way
Wikwemikong, Ontario
POP 2J0
lwassegijig@wikydevcom.ca

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

EMPLOYMENT OPPORTUNITY

Park Guardian (3)

(Subject to funding availability)

Enaadmaagehjik is seeking three (3) highly motivated individuals to fill the Park Guardian positions. The Park Guardian will be responsible for a variety of technical duties, program responsibilities associated with visitor experience, registration, orientation, security, and general maintenance at the Point Grondine Park. The Park Guardians will be under the direct supervision of the Park Maintenance Supervisor and will be housed in Killarney for the duration of the work schedule.

DUTIES:

- Responsible for general park maintenance functions by carrying out routine maintenance duties. (develop, maintain, and upgrade portages, hiking trails, backcountry campsites, campground and Eco Cabin)
- Assist with visitor orientation's, guest inquiries and to maintain a professional image as representative of the Point Grondine Park.
- To monitor, document and inform management of trespassing violations within the Park boundaries.
- To assist with Anishinaabe Cultural Experiences in collaboration with Wikwemikong Tourism and other external partners.
- Carrying out inventory work and maintaining detailed records for assigned areas
- Working in compliance with the Occupation Health and Safety Act and its Regulations and any workplace practices as directed by the employer
- Advising workers of actual and potential dangers in the workplace and the required precautions and takes corrective action to ensure public safety and security.
- General maintenance duties at the Point Grondine Transfer station
- Deliver superior customer service

QUALIFICATIONS:

- Combination of related work experience and education will be considered
- Post-Secondary applicants must be registered to an accredited Program for the fall of 2024.
- Must be a registered member of the Wikwemikong Unceded Territory
- Must possess a valid Driver's License
- Ability to work outdoors for extended periods of time, including camping in remote locations to conduct maintenance on portages, trails and campsites.
- Must possess or can possess a valid chainsaw safety certificate and Wilderness & Remote First Aid CPR/AED
- Must have good verbal and written communication skills to communicate information related to programs, prepare a variety of documents, and respond to public and/or internal inquiries by phone, email, and in-person.
- Ability to organize and set priorities; work independently and contribute to the team dynamics.

DEADLINE: April 26

Start: May 6, 2024

DURATION: 16 Weeks (1) (Post Secondary) & 20 week Seasonal Contracts

Rate of Pay: \$18-\$20/Hour

Interested applicants must submit a cover letter, resume, certificates and three work references to:

Luke Wassegijig, Tourism Manager-lwassegijig@wikydevcom.ca



Point Grondine
PARK

Enaadmaagehjik
2102 Wikwemikong Way
Wikwemikong, Ontario
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ENAADMAAGEHJIK

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EMPLOYMENT OPPORTUNITY

Tour Coordinator

(Subject to funding availability)

Enaadmaagehjik is seeking a highly motivated individual to fill the position of Tour Coordinator with Wikwemikong Tourism. The successful candidate will be responsible for coordinating and administering all Wikwemikong Tourism Group Tour and FIT programs. The successful candidate will work under the guidance of the Tourism Coordinator and Tourism Manager.

DUTIES:

- Responsible for coordinating group itineraries for Cruise Ships, School Groups and Motor Coaches for Wikwemikong Tourism and Point Grondine Park.
- Responsible for coordinating all daily Anishinaabe Cultural Experiences
- To provide direction and supervision of Cultural Tour Guides including scheduling and monitoring.
- To network with industry, travel trade and other suppliers to develop new experiential and land-based learning itineraries for Manitoulin Island and Killarney
- Network with local community organizations and schools to implement four season land-based learning programs that promote cultural reclamation and advance local historical knowledge
- To participate in travel trade shows and conferences as required
- To assist with the development of an accredited Cultural Guide Training Program
- To assist with workforce development including training and recruitment for Tour programs
- Provide administrative support to the tourism team
- Research and gather information for future product development for Tour programs
- Network with various business, government, event stakeholders and industry partners
- Assist in coordination of tourism events that are designed at increasing long term visitation and non-resident participation at Cultural Festival, fishing derbies, and arts festival
- To deliver superior customer service
- Perform other assigned duties as required

BASED ON THE FOLLOWING QUALIFICATIONS:

- Combination of work experience and education will be considered
- Preference given to Business, Arts, Marketing, and Hospitality/Tourism Graduates
- Grade 12 diploma or equivalent
- Valid Ontario driver's license with access to transportation
- Flexibility to work long hours with the ability to work evenings and weekends
- Preference given to registered members of Wikwemikong Unceded Territory but all First Nation citizens are encouraged to apply.
- Excellent analytical, problem solving, communication and networking skills
- Ability to organize and set priorities; work independently, and contribute to the team dynamics

Duration: Full-time, Contract ending March 2025

Please submit cover letter, resume, three recent work-related references, and an up to date criminal reference check (CPIC) to:



Luke Wassegijig, Tourism Manager
c/o Enaadmaagehjik
2102 Wikwemikong Way
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EMPLOYMENT OPPORTUNITY

Marketing Coordinator

Post-Secondary

(Subject to funding availability)

The Marketing Coordinator will be responsible for administering social media, updating and creating online content for Wikwemikong Tourism and Point Grondine Park under the guidance of Tourism Manager. The Marketing Coordinator will be responsible for online content development, consumer relations and directing inquiries.

DUTIES:

- Promote Wikwemikong Tourism and Point Grondine Park through creative online content via social media channels, website and industry partnerships
- Assist with the development and promotion of Wikwemikong Tourism branded post cards for sale in gift shop and online.
- Update wikytours.com as necessary via content management system including updating gift shop ecommerce.
- Design and capture content via tours, events and Park services for distribution on social media channels.
- Coordinate Familiarization Tours with travel writers, travel trade and industry partners.
- Maintain positive atmosphere online with viewers, clients, associated partners
- Assist with Tourism/Park communications via website and social media
- Google analytics reporting for wikytours.com
- Liaison with relevant industry partners, assist developer with providing pictures media content
- Advising viewers to correct staff for bookings, reservations, and rentals as needed
- Perform other assigned duties as required.

Based on the following Qualifications:

- Must be registered to return to an accredited post-secondary institution in the fall of 2024
- Must have relevant employment experience in Marketing, Creative Design, or Film/Photography
- Priority given to registered members of the Wikwemikong Unceded Territory but we encouraged eligible First Nation citizens to apply.
- Must Possess a valid Drivers license
- Must have good verbal and written communication skills to communicate information related to programs, prepare a variety of documents, and respond to public and/or internal inquiries by phone, email, and in-person.
- Excellent analytical, problem-solving, communication and networking skills.
- Ability to organize and set priorities; work independently and contribute to the team dynamics

Deadline: April 26, 2024

Duration: 16 Weeks

Please submit cover letter, resume, three recent work-related references, and an up to date criminal reference check (CPIC) to:



Luke Wassegijig, Tourism Manager
c/o Enaadmaagehjik
2102 Wikwemikong Way
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EMPLOYMENT OPPORTUNITY

Park Operations- Field Supervisor
(Subject to funding availability)

This supervisory position will be responsible for coordinating maintenance objectives, visitor orientations, Patrol/Enforcement and direct supervision of the Park Guardians at Point Grondine Park. The Field Supervisor will be under the guidance of the Tourism Manager and Operations Coordinator. Housing provided for the duration of the work schedule in the town of Killarney.

DUTIES:

- Responsible for coordinating general interior Park maintenance functions by implementing maintenance work plan. (develop, maintain and upgrade portages, hiking trails, backcountry campsites and transfer station)
- Responsible for coordinating general campground and eco cabin maintenance
- Responsible for direct supervision of Park Guardians as per the specified work plan including scheduling, health and safety procedures, assigning work and daily supervision.
- Assist with implementing and monitoring special construction projects at the Point Grondine Park.
- Coordinate visitor orientation's, guest inquires and to maintain a professional image as representative of the Point Grondine Park.
- Responsible for monitoring and patrolling Park boundaries to ensure compliance with Park permitting and authorized usage.
- Responsible for maintaining detailed records for maintenance, safety procedures and inventory for assigned areas.
- Working in compliance with the Occupation Health and Safety Act and its Regulations and any workplace practices as directed by the employer.
- Advising workers of actual and potential dangers in the workplace and the required precautions to take corrective action to ensure public safety and security.
- Deliver Superior Customer Service
- Perform other assigned duties as required.

QUALIFICATIONS:

- Minimum one-year supervisory experience with exceptional leadership qualities.
- Grade 12 or equivalent with some post-secondary education preferred.
- Work experience in Parks/Recreation, Campground Operations, General Carpentry or Forestry would be considered an asset but not required. Combination of education and work experience will be considered.
- Excellent problem solving, communication and interpersonal skills.
- Valid Ontario Driver's License
- Valid Chainsaw Safety Certificate considered an asset
- Valid Standard First Aid CPR
- Familiarity with GPS/GIS Systems considered an asset
- Ability to perform labor intensive duties in a remote wilderness environment.

DURATION: April to November 2024

DEADLINE: Open Until Filled

RATE OF PAY- \$25/hr

Interested applicants must submit a cover letter, resume, certificates and three work references to:

Luke Wassegijig, Tourism Manager

lwassegijig@wikydevcom.ca

Enaadmaagehjik

2102 Wikwemikong Way

Wikwemikong, Ontario

P0P 2J0



ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

Employment Opportunity Visitor Experience Coordinator Post-Secondary Position (Subject to funding availability)

Enaadmaagejik is seeking a highly motivated individual to fill the position of Visitor Experience Coordinator with the Point Grondine Park. The Visitor Experience Coordinator (VEC) will be responsible for administering and coordinating all Point Grondine Park bookings including campground and eco cabin, backcountry/day use permitting, map sales, canoe rentals and tour sales.

DUTIES:

- Coordinate guest reservations, guest orientation/trip planning, customer inquiries and customer satisfaction surveys.
- Responsible for administering campground/eco cabin reservations, day use permitting, map sales, canoe rentals, and merchandise sales
- Coordinate Land-based learning and experiential tour programs in collaboration with travel trade and industry partners.
- Strengthen partnerships with industry, travel trade and government.
- Assist with updating Park communications via website and social media including content development and promotional campaigns
- Content development for travel blogs and stories for Point Grondine Park
- To update and strengthen online profiles and communication with industry partners.
- Coordinate Product Development initiatives to enhance and develop cultural tours for Groups and FITS
- To work with the park Guardian team on campground and eco cabin maintenance objectives
- Maintain a clean and professional work environment and deliver superior customer service
- Working in compliance with the Occupation Health and Safety Act and its Regulations and any workplace practices as directed by the employer
- Perform other assigned duties as required.

Based on the following Qualifications:

- Must be a registered post secondary student returning to school in the fall of 2024
- Must be a registered member of the Wiikwemkoong Unceded Territory
- Must be available to work some evenings and weekends.
- Employment experience in the hospitality industry and or Parks considered an asset
- Proficiency in Social Media platforms
- Proficiency in design and publishing software
- Valid Ontario driver's license and ability to travel
- Must have good verbal and written communication skills
- Excellent analytical, problem-solving, communication and networking skills.
- Ability to organize and set priorities; work independently and contribute to the team dynamics

Deadline: April 26 2024

Contract Term: 16 Weeks

Wage/Salary- \$20/Hour

All applicants must submit cover letter, resume and three recent work-related references to:



Point Grondine
PARK

Visitor Experience Coordinator-Point Grondine Park

C/O Luke Wassegijig- Tourism Manager

2102 Wikwemikong Way

Wikwemikong On, POP 2J0

lwassegijig@wikydevcom.ca