

ENAADMAAGEHJIK

OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

JOB DESCRIPTION

Visitor Experience Coordinator

Seasonal Contract/Post Secondary

Enaadmeuhjik is seeking a highly motivated individual to fill the position of Visitor Experience Coordinator with Point Grondine Park. The Visitor Experience Coordinator (VEC) will be responsible for administering and coordination all park bookings including permitting, map sales, canoe rentals and tour sales. The VEC will work under the guidance of Operations Coordinator and Tourism Manager.

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 the website and social media, including content development and promotional campaigns.
- Develop content for travel blogs and stories for Point Grondine Park.
- Work with the Park Guardian team on campground and eco-cabin maintenance objectives.
- Maintain a clean and professional work environment and eviler superior customer service.
- Work in compliance with the Occupational Health and Safety Ct and its regulations, as well as any workplace practice directed by the employer.
- Perform other assigned duties as required.

QUALIFICATIONS:

- Educational background in Parks and Recreation, Environmental Science, Business Administration, and Hospitality and Tourism is considered an asset.
- A combination of education and relevant employment experience in Parks, Tourism, and/or Retail is considered an asset.
- Post-secondary students are encouraged to apply.
- All applications will be considered, with priority given to registered First Nations members.
- Must be available to work some evenings and weekends.
- Proficiency in social media platforms/
- 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 team dynamics.

DEADLINE: Open Until Filled.

Remuneration: \$20-25.00/hr.

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



Tourism Executive Administrator
c/o Enaadmaagehjik
Olivia@wikytours.com