

Village of Innisfree Employment Opportunity

Recreation Park Management

The Village of Innisfree is now **ACCEPTING** Applications for the Innisfree Recreation Park Manager for the 2019 Season.

Duties of the Manager include but are not limited to:

1. The Manager will be required to maintain a professional office at the park with regular hours.
2. The Manager will be required to Process payments and reservations for camping sites and maintain accurate and thorough accounting records.
3. The Manager will be required to Deposit money from camping fees to bank account as directed by Village of Innisfree C.A.O. and/or administrative staff.
4. The Manager will be responsible for the training and supervision of other staff.
5. The manager will maintain all equipment.
6. The Manager will maintain proper records to clearly show all revenue and expenses.
7. The Manager will report to Council monthly throughout the rental season and will maintain close communication with Council and the village Office.
8. The Manager will ensure that all visitors are made to feel welcome and will promote the park and the Village of Innisfree in every way possible. Campers are to be greeted when they arrive or at some time during their stay.
9. The manager will supply all the wood for the Park use.
10. The Manager will supply an appropriate vehicle for Park use.
11. The Manager will carry out small repairs and maintenance within the R.V. Park including camping sites, lawns, outbuildings, structures, parking lots, lighting, shower buildings, picnic shelters, accommodations and any other amenity related to the operation of the R.V. Park – with the Assistance of Village Staff.

To view the Recreation Park Manager contract, please visit <http://www.innisfree.ca/Employment>.

Please ensure that your application states the payment required for the term of the contract.

The Recreation Park Manager must be available to open the Park for business from May 1ST, 2019 to September 30TH, 2019.

Deadline to submit applications is **February 12, 2019 by 12:00 (NOON)**. You may submit your applications using the following methods:

Email: cao@innisfree.ca

Fax: 780-592-3729

Drop off: 5116 – 50 Avenue, Innisfree AB T0B 2G0

OR

Mail: Box 69, Innisfree AB T0B 2G0

We thank you in advance for your applications, however only those selected for the Manager Position will be contacted.