

# Employment Opportunity

## Village of Innisfree



### Birch Lake Campground/ Innisfree Recreation Park Management

The Village of Innisfree is now **ACCEPTING** Applications for the Birch Lake Campground/Innisfree Recreation Park Manager for the 2021 Season.

**The Campground/Recreation Park Manager tasks/duties include, but are not limited to, the following:**

1. Regular Maintenance of the Campground/Recreation Park such as grass cutting, tree trimming, emptying fire pits, cleaning of bathrooms, showers, and the Campground Administration Office.
2. Maintain a professional office at the park with regular hours. The manager will also be required to process payments and reservations for camping sites and will also be asked to maintain accurate and thorough records of inventory and bookings.
3. 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.
4. 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 Birch Lake Campground/Innisfree Recreation Park Manager contract, please visit <http://www.innisfree.ca/Employment>.

The Birch Lake Campground / Innisfree Recreation Park Manager must be available to open the Park for business from May 1<sup>ST</sup>, 2021 to September 30<sup>TH</sup>, 2021 (weather permitting).

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Deadline to submit applications is **by end of business day on Wednesday, March 3, 2021**. You may submit your applications using the following methods:

**Email:** [cao@innisfree.ca](mailto:cao@innisfree.ca)

**Fax:** 780-592-3729

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

*\*Due to COVID-19 restrictions, we ask that you please contact Village Office to book an appointment prior to drop off \**

**OR**

**Mail:** Box 69, Innisfree AB T0B 2G0

*We thank you in advance for your applications, however only those selected for interviews will be contacted.*