

JOB OPENING

CAMPSITE CARETAKER



Xatsùll First Nation (XFN) is looking for a Campsite Caretaker to assist with day-to-day operations of the Whispering Willows Campsite. Under the direction of the Economic Development Manager, this position will perform a variety of semi-skilled and skilled tasks in the maintenance and repair of Whispering Willows Campsite facilities, equipment, trees and meadow. This position will require you to display strong initiative to work independently and perform a wide variety of tasks and skills at the Whispering Willows Campsite. The person in this position is expected to exercise good judgment and show strong initiative; performing independently under general supervision.

WHY WORK HERE: We believe that in order to get the best out of our employees we have to make sure our employees are well taken care of. We don't just offer a standard benefits package but go beyond what's expected. Outside of competitive wages, we offer a friendly work environment and support professional development. Finally, working at XFN, you will be leading meaningful work to support our community for the benefit of current and future generations. Our primary goal is to make our members' lives better both now and in the future.

We are a Northern Secwepemc Nation, in the Cariboo, surrounded by a vast network of forests, lakes and rivers, grasslands, mountains beautiful neighborhoods, wonderful people and a rich cultural history. Adventure and exploration await you in this lifestyle abounding in nature, outdoor activity, and wildlife.

HOW TO APPLY: Please provide a cover letter and resume to our Human Resources department:

EMAIL YOUR APPLICATION TO:

Human Resources Email: hr@xatsull.com

MAIL YOUR APPLICATION TO:

Attention: Human Resources

Xatsùll First Nation (Soda Creek First Nation) 3405 Mountain House Road,
Williams Lake, BC V2G 5L5

DEADLINE: Open until filled.

TERM OF EMPLOYMENT: June 1, 2023 – Sept. 15, 2023

KEY RESPONSIBILITIES:

The Camp Caretaker's duties may include, but are not limited to, the following:

- Safety Inspections: Inspect Camp facilities, buildings, and grounds for potential hazards, repair as needed. Regularly inspect the condition of buildings and facilities, report as needed.
- Safety Precautions: Utilize proper safety precautions related to all work performed.
- Supervise campers: Supervise the use of camp by private groups to insure compliance with Xatsùll policy, local law, and Camp rules.
- Conduct a "Check-In" and a Check-Out" with each campers to document the condition of facilities before and after their rental.
- Excellent Communication: Communicate well with fellow staff, supervisors, and campers.
- Prepare & submit reports to the Manager of Economic Development regarding campers/rentals.
- Custodial Duties: Maintain janitorial supplies.
- Clean restrooms, etc.
- Other Related Duties: Perform related duties as assigned.

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ESSENTIAL EDUCATION, SKILLS AND QUALIFICATIONS

In order to be considered, the application must clearly display how you meet the following qualifications in a cover letter:

- A minimum of one (1) year of work experience is strongly desired (in one or more of the following disciplines: Grounds Maintenance, Building Trades, Motor Mechanics) ·
- Graduation from Highschool Grade 12 or equivalency
- Physically able to lift and move equipment up to 25 lbs
- Able to work evenings and weekends
- Organized and self-motivated, dependable and detail-oriented
- Recognizes and respects all cultural diversity

ASSET QUALIFICATIONS

- A demonstrated history of customer service with a friendly disposition and a professional demeanour
- Knowledge of Secwépemc language, culture and traditions
- Experience organizing events
- Ability to problem solve

EMPLOYMENT CONDITIONS

- Class 5 Driver's license and a reliable vehicle
- Ability to work flexible hours and willing to travel for meetings
- Must provide a Criminal Record Check

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.