*EMPLOYMENT OPPORTUNTIY*

*Riel Beach Properties*

**POSITION DESCRIPTION: Manager**

**REPORTS TO: FLMS Administration, Director of Economic Development**.

**The Successful Candidate must be:**

* Professional in appearance and manner.
* Able to deal effectively and courteously with people.
* Willing to relocate to Riel Beach for the 2020 Season (Must have own accommodation)
* Bondable.
* Adheres to all Settlement Policies, Procedures and By-Laws.
* Must have access to pushing lawnmowers riding lawnmower, chainsaw, hand tools half ton pick-up truck and trailer and weedwhackers.

**Duties include but are not limited to:**

* Assist in the development of Riel Beach as a tourist destination.
* The upkeep of the beach area, cutting grass, picking litter.
* The stocking of the Campsites with Firewood.
* The upkeep and Maintenance of the public washrooms
* A monthly FINACIAL report
* Preparation work for the closing of the Season.
* Install and maintain the mobile dock
* Open and close the beach at designated hours.
* Be available to individuals wanting access to the beach.
* Beautification projects (planting tree, grass, flowers).
* Second growth clearing (brush, picking rocks, etc.)
* Working and learning the budgetary processes
* Other duties as directed by the Director of Economic Development to the proper operations of the beach and its patrons

**POSTED DATE: March 23rd, 2020**

**CLOSING DATE: Until suitable candidate is selected.**

**START DATE: MAY 4TH, 2020**

Please submit resume and cover letter to:

**Eugene McLean**

**FLMS Administration, Director of Economic Development**

**ecdev@flms.ca**