

Office 1: Office 2

Full Season Contract Position

Start Date: May 1, 2026

End Date: September 30, 2026

Wage: CA\$19.50/hour-**Season Contract Position**

Season Contract Position

POSITION OVERVIEW

We are seeking a friendly, reliable, and motivated Front Desk Receptionist to support our office operations during the busy season. This role is guest-facing, fast paced, and essential to maintaining a welcoming and well managed campground environment.

The ideal candidate is confident working independently, comfortable enforcing campground rules, and able to provide excellent service across in person, phone, and email interactions.

WEEKLY HOURS Office 1 (2 mornings, 2 evenings)

May – September 7

- 28 hours/week
- Wednesday–Thursday: 9am–5pm
- Friday–Saturday: 1pm–9pm
- Sunday–Tuesday: OFF

September 8 – 30

- 32 hours/week
- Saturday - Tuesday: 10am–7pm
- Saturday–Tuesday: OFF

WEEKLY HOURS Office 2 (Afternoon / Evenings)

May – September 7

- 35 hours / week
- Sunday – Wednesday: 1pm–9pm
- Friday – Saturday: OFF

VACATION PAY

Vacation pay is provided in accordance with BC Employment Standards at 4% of gross wages. For seasonal roles, vacation pay is paid out on each payroll.

UNIFORM & PRESENTATION

The company provides branded T-shirts and hoodies for daily wear. Staff are expected to maintain a clean, professional appearance suitable for guest-facing roles.

Smart casual pants and suitable footwear.

KEY RESPONSIBILITIES

Guest Services & Front Desk

- Greeting and registering guests upon arrival
- Handling inquiries in person, by phone, and email
- Providing local knowledge, wildlife education, and bear safety guidance
- Clearly explaining campground rules, policies, and expectations
- Enforcing campground rules respectfully and consistently
- Following the campground's cancellation and refund policy.

Office & Retail Operations

- Cash and card transaction handling
- Daily cashouts and reconciliation when required
- Retail sales of firewood, ice, clothing, and general merchandise
- Stock checks, inventory updates, and restocking
- General office administration, filing, and documentation
- Daily reporting and communication with management

Campground Presence

- Conducting campground walks when time permits
- Checking in with guests and providing friendly support
- Monitoring site activity and identifying issues early
- Supporting team coordination and guest experience

QUALIFICATIONS

- Excellent customer service and communication skills
- Organized, detail oriented, and proactive
- Able to work independently and as part of a team

- Comfortable enforcing rules and handling difficult conversations professionally
- Strong problem-solving and multitasking abilities
- French, German, or other languages an asset

STAFF SITE

- Water, sewer, and electric hookups provided
- Must have your own RV/trailer/unit
- Access to shared washroom facilities
- Quiet hours and site rules apply

- **Staff site rent:**

- \$250/month (single occupancy)
- \$500/month (couple)

HOW TO APPLY

Please submit your resume and a brief cover letter to:

camp@uclueletcampground.com

Subject: *2026 Employment – Office 1 / 2*

Include confirmation of your legal right to work in Canada and whether you require a staff site