



**Camp Host x 4  
Toquaht Bay, Ucluelet, BC  
Seasonal Summer position  
May 15, 2025, to September 15, 2025 (approximately)**

**About us:**

Secret Beach Campground & Marina, situated on beautiful Toquaht Bay on the West Coast of Vancouver Island, is the gateway to the world-famous Broken Group Islands. Proudly managed by the Toquaht Nation, Secret Beach boasts 67 campsites, 12 tent platforms, a marina, and a kayak launch.

Join us for this rare opportunity to live, work and play on the rugged West Coast. Paddle the ancient waters of Barkley Sound, where time stands still, immerse yourself in the breathtaking beauty of the land and the sea that surrounds us and live off the grid for the summer.

**The Opportunity:**

We are looking for four outdoorsy, energetic Campground Hosts to join our team for the summer of 2025. This is an ideal opportunity for four responsible, enthusiastic people, friends or partners who have a deep desire to experience living, working, and playing in an outdoor paradise.

**What you will do:**

These four positions are responsible for the day-to-day operations of the campground, including guest services, supporting other employees, and site & facility maintenance. Successful candidates must be available 24/7, possess strong interpersonal skills, be able to problem solve, diffuse difficult situations, and complete duties and required tasks unsupervised in a fast-paced environment.

The positions are divided into two roles that work collaboratively together: Host 1 and Host 2.

***Host 1 Responsibilities:***

Host 1 will be an exceptional multi-tasker, with excellent guest service skills. You are comfortable working in a fast-paced environment while maintaining a friendly, and welcoming demeanor when interacting with guests and team members.

Responsibilities include but are not limited to:

- Completing and managing reservations using a web-based occupancy system (Let's Camp).
- Welcoming and registering guests open arrival and accurately verify all information during the check-in process and follow up during check-out.
- Consistently offering professional, friendly, and engaging service.
- Going above and beyond to resolve guest inquiries to deliver an exceptional customer experience and service.

- Responding to in-person, email and phone inquiries regarding the campground and recreational activities in the area.
- Securely handling cash and credit card transactions, documenting and completing end-of-day reconciliations.
- Other duties as directed

***Host 2 Responsibilities:***

Host 2 will enjoy spending most of their time outdoors, in all weather conditions, completing a variety of physical duties, which will include walking, overhead lifting, carrying weights up to 50 lbs, reaching high/low, pulling/pushing, climbing ladders and more. You are comfortable working in a fast-paced environment while maintaining a friendly and welcoming demeanor when interacting with guests and team members.

Responsibilities include but are not limited to:

- Landscaping duties such as cutting grass, trimming branches, raking, and sweeping.
- Cleaning, sanitizing and relocating picnic tables as needed.
- Checking, cleaning and sanitizing other facilities, ensuring processes, procedures and COVID rules are followed.
- Cleaning and relocating fire pits as required.
- Paying attention to and checking septic tanks and water lines for needed upgrades, usage, breaks, leaks and quality control.
- Working with machinery/tools/equipment using operator safety protocols and ensuring preventative maintenance is done regularly.
- Painting and repairing a variety of items.
- Lifting and carrying supplies, including bundles of firewood.
- Collecting and sorting recyclables.
- Other duties as directed.

***Shared responsibilities will include but not be limited to:***

- Anticipating and meeting guest needs and expectations.
- Providing quality guest services such as assisting campers when needed, explaining rules and regulations, offering information/recommendations on the surround area activities/attractions.
- Ensuring the common campground areas are maintained.
- Ensuring guests are being respectful of campground property and the surrounding natural environment.
- Report any serious maintenance items that need immediate attention to the manager as soon as possible.
- Using a variety of computer and tablet programs to update and share information as required.
- Cleaning and disinfecting toilets, showers, sinks, and mirrors, washing floors.
- Picking up trash and recyclables.
- Cleaning and raking vacated sites, as well as emptying fire pits.
- Directing incoming campers to assigned sites.
- Conducting spontaneous night patrols after the PM quiet hour to ensure guests are being

- respectful of their neighbors.
- Providing campground security & vandalism control including securing the entrance gate, spontaneous night patrols, maintaining written reports of complaints and other feedback and reporting situations that could affect the health and safety of visitors to the manager.
- Conducting compliance checks (driving, using company vehicles, by campsites to make sure campers have paid and are complying with rules and regulations)
- Loading and Selling Firewood and Ice
- Other duties as required.

### **What We Offer:**

- \$20 – \$22.00 per hour, working 32 – 40 hours per week
- The successful candidates will be provided with a campsite/RV site, and utility services as required. (*Candidates will supply their own self-contained camping unit {RV or camper – not tent}*) to reside on-site, as well as a personal vehicle, for the operating season).
- A marina slip may be provided upon request.
- Allow one four-legged family member.
- An opportunity to work, live and play in the spectacular, rugged beauty of Toquaht Bay.
- The pleasure of working with a passionate team of dedicated guest service-focused people.

### **Qualifications:**

#### **Experience:**

- Guest service experience in a campground or accommodation setting is preferred.
- Experience handling cash/credit transactions and preparing end-of-day reconciliations.
- Prior experience working in an outdoor environment and in a variety of weather conditions.
- General maintenance knowledge and experience.

#### **Competencies:**

- Able to prioritize with proven time management and problem-solving skills.
- Reliable and dedicated; available to work any/all shifts daily, including weekends, evenings, and holidays.
- Strong interpersonal and communication skills in English, both written and verbal, are required.
- Basic knowledge of Microsoft Office 365 and the ability to efficiently use a computer and tablet.
- Able to work independently and resourcefully in a remote location.
- Able to work collaboratively and cohesively with co-workers and the manager.
- Exceptional problem-solving skills with the ability to make quick decisions and take accountability.
- Ability to keep organized and detailed records regarding park usage, maintenance requirements, etc.
- Ability to work well under pressure in a high-volume environment.
- Knowledge of general maintenance and cleanliness techniques.

- Willing to work mornings, evenings and weekends as needed.
- Physically capable of performing all requirements such as lifting 50lbs, walking up to 5km per day, continuous bending, lifting, carrying of materials & supplies, standing, and walking for extended periods of time, up to 8 hours.
- Able to uphold our Code of Conduct, which reinforces abstinence from drugs and alcohol when working.

**Other:**

- A valid driver's license and clean driver's abstract to enable you to drive work vehicles.
- Current First Aid Certification is an asset.
- Clear Criminal Records Check/Vulnerable Sector Check.
- Fees for record checks are reimbursed following the completion of their full-season contract.

**Working Conditions:**

- Working with guests from various backgrounds, languages, and customs
- Working outdoors, maintaining outdoor structures and facilities
- Working with power tools and landscaping equipment
- Available on-call throughout the campsite season
- Working in a remote destination with no cell phone service

**How To Apply:**

Interested candidates are invited to submit the following to [careers.jouta@mp.ca](mailto:careers.jouta@mp.ca).

- A letter of interest, outlining how your previous experience, education and lifestyle would support this position.
- A most recent C.V.
- Contact information for two references.

We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. As this is a unique opportunity, we welcome and are open to discussing flexible arrangements.

We thank all applicants for their interest; only those selected for an interview will be contacted.