



STAFF HOUSING COORDINATOR

Manning Park Resort is a 4-season, full-service family resort, located approximately 45 minutes east of Hope, BC. Located in iconic E.C. Manning Provincial Park, we offer downhill and cross-country skiing, snowshoeing, camping, watersports, fishing, over 300km of hiking trails, mountain biking and much more.

We are looking for a Staff Accommodations Coordinator to oversee a variety of year-round accommodations for the staff of Manning Park Resort and assist in community development.

This position assists in ensuring the condition of the buildings and grounds of our staff accommodations are clean and well-maintained through regular inspections and submissions for maintenance. They will be the liaison between the staff and resort managers. An RV site or subsidized housing is available to the successful candidate. Couples are welcome to apply.

This individual would possess:

- Previous experience in Residential Building or RV Park management
- Abilities to problem solve
- Excellent communication and interpersonal skills with people of all ages
- Experience in creating reports/submitting useful data
- Skills to operate small machinery and perform minor maintenance
- General handyman skills would be an asset
- A “can do” attitude with a sense of humour

Duties of this position would include but are not limited to:

- Regularly scheduled inspections of accommodations and grounds to identify maintenance issues and ensure cleanliness of the property
- Enforce standards and guidelines of cleanliness
- Report deficiencies to appropriate resort managers
- Perform minor maintenance under the guidance of the Facilities and Maintenance Manager
- Maintain lawns and outside common areas
- Assist with snow removal as required

Please send your resume and cover letter attention Kristina Davis

humanresources@manningpark.com
Manning Park Resort