

## **Alberta Whitewater Association (AWA):**

### ***Canoe Meadows Campground Manager / Host***

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#### **Role Purpose**

The Canoe Meadows Campground Hosts are responsible for the management and supervision of the Canoe Meadows Campground and maintenance of the slalom gate system on the Kananaskis River. The Hosts will be involved in supporting the activities of the Alberta Whitewater Association (AWA).

#### **Primary Roles and Responsibilities**

The Canoe Meadows Campground Hosts are responsible for the organization, delivery and management of the Canoe Meadows campground operation with major responsibility in the areas of:

1. Supervising campground operations and managing programs
2. Public relationships to promote and market the Canoe Meadows Campground and the Alberta Whitewater Sport Centre
3. Registration of campers and collection of fees as required
4. Attending and supporting Alberta Cup slalom races, Alberta Freestyle competitions, Kayak Festivals, and Provincial Championship events at Canoe Meadows
5. Maintain and manage a clean and functional campground
6. Maintain and manage a safe paddling environment and facilities at the Kananaskis
7. Maintain and manage all campground maintenance equipment and Association assets
8. Communicate with Board, Staff and members
9. Construction of new facilities in the Whitewater Sport Centre master plan
10. Inspect and maintain where necessary the slalom gate system

#### **Organizational Structure**

The Canoe Meadows Campground Hosts are accountable to the AWA and takes direction from the AWA Administrator.

#### **Working Conditions**

The Canoe Meadows Campground Hosts will have a flexible working schedule that is coordinated around the campground's programs.

- Daytime and evening work
- Regular weekend activities and weekend special events
- Flex schedule that provides time off for personal activities
- Regular travel for campground activities (mileage will be compensated)

#### **Employment Requirements**

The Canoe Meadows Campground Hosts must be a mature person(s) with the following qualifications.

1. First Aid and CPR
2. Driver's License
3. Swiftwater Rescue (optional)

Note: Some assistance may be available to upgrade these qualifications at the start of the season.

The Canoe Meadows Campground Hosts will have experience in working with people and small equipment. They must have a road-worthy vehicle and a hard-sided camping unit. The Hosts must be able to live on site at Canoe Meadows through the summer and during bookings. A background in canoeing/kayaking would be an asset.

Compensation will be in the range of \$2,000 per month for a 20-25 hour work week.