**Alberton Community Development Corporation**

PO Box 249

Alberton, PE C0B 1B0

[peiwesterndevelopment@gmail.com](mailto:peiwesterndevelopment@gmail.com)

(902) 807-9048

JOB DESCRIPTION

*Kildare Lodge General Manager*

|  |  |
| --- | --- |
| **Job Title** | General Manager |
| **Location** | Kildare Lodge (82 Stolen Rd., Central Kildare)  Alberton Community Development Corporation (3 Emma Drive, Alberton) |
| **Position Status** | Full Time Yearly Contract (37.5 Hours/Week) |
| **Reports To** | Economic Development Officer, ACDC |

**Job Statement**

Reporting to the Economic Development Officer, Alberton Community Development Corporation, the General Manager of Kildare Lodge will be the eco-tourism destination’s primary contact and business development manager. Responsible for setting the strategic direction of Kildare Lodge, carrying out the objectives of the Kildare Lodge marketing strategy, and advancing the business opportunities for the operation. Responsible for carrying out the daily affairs of the operation. Specific activities include leading guest interactions, accepting reservations, and designing products and services that improve guest experience in alignment with Kildare Lodge’s market position. Identify organizational needs and identify staff resources and training opportunities. Supervise and mentor staff as needed throughout the season. Contribute to cleaning, maintenance, and landscaping as needed. Incumbent is self motivated, works well alone, and thrives in dynamic environments.

**Essential Functions**

1. Works with ACDC staff team and Board of Directors to determine the strategic direction of Kildare Lodge. Creates a viable business model and executes this strategy.
2. Accepts guest reservations, assists guests plan their events, and engages other local businesses to deliver an excellent guest experience. Offers visitor information to guests and helps plan soft-adventure vacations in the region.
3. Leads all key operational activities including capital projects and guest concerns.
4. Contributes to facility cleaning, maintenance, and groundskeeping as required.
5. Creates partnerships with community organizations and local businesses to allow members of the public to interact and use Kildare Lodge for workshops, soft-adventure, and recreation.
6. Carry out the objectives of the Kildare Lodge Marketing Strategy.
7. Plan for future staffing needs, apply for required wage subsidies and grants. Supervise all summer staff. Offer training and mentorship opportunities as available and required for successful operations. Contribute to staff hiring process. Manage staff through daily or weekly work plans.
8. Contributes to a safe and healthy workplace environment.
9. Manage and submit sale registries, deposits, invoices, and other relevant matters to bookkeeper.
10. Provide leadership on business development opportunities to increase operational sustainability. Monitor business metrics and recommend actions to attain targets.
11. Responsible for equipment purchases and installation.
12. Responsible for winter monitoring, maintenance, and conversion for all-season use as needed.
13. In times of low business activity, the General Manager will be asked to support the work conducted by other ACDC staff members.

**Job Specifications**

*Education and Experience*

1. Post-secondary education in the areas of business administration or tourism and hospitality management is an asset. Alternatively, a blend of education and work experience in business administration, tourism and hospitality management, guest services, marketing, and related fields will be accepted.
2. One year of previous work experience is considered an asset. Strong work experience will demonstrate working alone and in groups, coordinating projects, facilitating staff teams, managing a tourist accommodation, or working with a start-up organization.

*Knowledge, Skills, and Abilities*

1. Hold a valid Class 5 Driver’s License. Ability to drive personal vehicle to attend off-site meetings.
2. Strong computer skills. Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).
3. Social media and website skills. Knowledge of Facebook, Instagram, and WordPress.
4. Ability to express ideas and information through written and verbal communication. Professional writing and presentation style.
5. Knowledge of budgets and finance.
6. Leadership skills and ability to work with a diverse team.
7. Ability to work alone. To plan and organize tasks in pursuit of organizational objectives.
8. Ability to move tables, chairs, and other furniture to prepare for events.
9. Excels in a start-up environment. Imaginative and creative.
10. A willingness to work flexible hours based on seasonal and event needs.

**Work Environment**

The General Manager will complete the majority of their tasks from the Kildare Lodge facility in Central Kildare during the high season. In the shoulder-season and at times when Kildare Lodge is unavailable the General Manager will have access to alternative office space or be asked to work from home.

**Compensation**

The annual salary of this position is based on experience and qualifications.

**Position Dependent on Funding Allocation**

Position is pending funding approval.

**Equity, Diversity, and Inclusion Statement**

Alberton Community Development Corporation (ACDC) and Kildare Lodge are committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous Peoples, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity, and others with the skills and knowledge to productivity engage with diverse communities. ACDC is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify the organization and we will work with you to meet your expressed needs.

**Eligibility**

Applications from individuals who are eligible for Skills PEI Graduate Mentorship or Employ PEI Programs will be prioritized.

In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, those legally authorized to work in Canada will be given priority.

**Hiring Process**

Interested applicants are encouraged to submit their resume and cover letter via WorkPEI or via email [campkildare@gmail.com](mailto:campkildare@gmail.com). For more information contact Jordan MacDonald at [campkildare@gmail.com](mailto:campkildare@gmail.com).

Submissions will be accepted until position is filled.