



REQUIRED TRAINING, EDUCATION, EXPERIENCE AND CERTIFICATION

JOB TITLE: LODGE MANAGER

REPORTS TO: Operations Manager/CEO

Training and Education

- Must be able to understand, speak, read and write in English
- Must be able to perform basic math skills
- LGA Smart choices certification, ***Please provide the office with a copy of your card or certificate.***
- Canadian Firearms Safety Course (PAL-Possession & Acquisition License)
- Standard First Aid with CPR C (minimum)
- Small Vessel Operator Proficiency (Summer tours at Seal and Nanuk)
- Polar Bear Guard Training Course – provided on site
- Restricted (Radiotelephone) Operator Certificate-Maritime (Summer tours at Seal & Nanuk)
- Advanced Wilderness First Aide is an asset
- Marine Emergency Duties A-3 is an asset (Summer tours at Seal and Nanuk) *review*

Experience

- Minimum 2 years Lodge Management Experience
- Minimum 2 years of management and/or supervisory experience
- Must have experience in the maintenance area – for buldiing R&M, equipment, small engines, etc.

Aptitude

- Must have exemplary supervisory and teamwork skills to ensure the promotion of an efficient and positive workplace environment
- Must have time management and organizational skills to develop/adhere to timelines for all aspects of lodge life – maintenance, serving/cleaning, kitchen, guiding etc.
- Must be able to direct and supervise staff in a positive and respectful manner
- Must be able to adapt quickly to change and to remain flexible and supportive when dealing with changes in meal times, tour requirements or limited grocery items resulting in menu changes
- Must be able to take initiative to make decisions essential to the proper execution of all departments at the Lodge

- Must be personally committed to completing duties and responsibilities within time requirements and to company standards
- Must be able to maintain a positive attitude in stressful and time-restricted situations
- Must be able to follow directions precisely

Physical Requirements

- Long periods of standing and walking are required
- Lifting and carrying heavy items
- Must have excellent personal hygiene and follow company dress code policy