

EMPLOYMENT OPPORTUNITY

LITTLE LOON REGIONAL PARK (LLRP) SECRETARY-TREASURER – PART TIME

The current Secretary-Treasurer is retiring after 14 years employment. LLRP is located 5 km east of Glaslyn on Hwy 3. Within the park you will find a well maintained, challenging nine hole, grass greens golf course, daily and seasonal, electrified and non-electric campsites, leased sites, shower, bathroom and laundry facilities, swimming, boating and fishing, clubhouse and concession.

LLRP is operated through a Board of Directors comprised of members from four participating municipalities and the Golf Club. LLRP is open from May 1 – September 30. Fiscal year ends October 31.

Duties: preparing and accounting for payables and receivables, financial statements and bank reconciliations, recording meeting minutes, handling correspondence as directed by the Board, attendance at a minimum of 10 meetings per year (evening), banking, payroll, communication between Board of Directors and other Park Supervisors. Assist in the implementation of park policies and procedures. Other duties as directed by the Board to aid in providing a facility that meets the legislative, health, safety and recreational requirements of the park. Positive public representation of the Board of Directors.

Position provides 40 hours/week of employment during open months and approximately 40 hours/month in non-open months.

Qualifications: Ability to use DakEasy computer program (there is a strong likelihood of implementing a newer program), flexible time management that includes occasional week-ends and evenings, diplomacy, tactful and pleasant interaction with fellow supervisors, employees and general public. Respect for confidentiality. Honest and reliable.

Wage: To be determined by the Board and based on ability to meet the requirements of this position.

Start Date: November 1, 2018. Ability to participate in an orientation with retiring Sec-Treasurer is greatly appreciated.

Send written applications with resume and references to:

Little Loon Regional Park Authority

Box 458, Glaslyn, SK. S0M 0Y0