



Friends of Yoho National Park

Job Title:	General Manager		
Location:	Field, BC		
Wage:	Commensurate with experience	Position Type:	Assistant Manager from June to October 2021, and then General Manager from November 1, 2021 onwards
HR Contact:	annakpowell@gmail.com	Date Posted:	June 1, 2021
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	June 18, 2021

Applications Accepted By:

EMAIL:

annakpowell@gmail.com

Subject Line: Friends of Yoho Manager position

MAIL:

Attn: Anna Powell

Friends of Yoho National Park

P.O. Box 100, Field, BC V0A 1G0

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Retail management - 3 years preferred

PREFERRED SKILLS

- Strong leadership qualities
- Excellent communication skills
- Highly organized
- Strong work ethic
- Critical thinking and decision making skills
- Flexible and adaptable
- Good interpersonal skills

Job Description

The Friends of Yoho Society is a registered non-profit organization operating in Yoho National Park, whose main source of revenue comes from the operation of a retail gift shop within the Field Visitors Centre from May to October. This is a part time training position until November 1, 2021, with the intention to increase to full time hours as Covid-19 permits. After November 1 the successful candidate will assume full responsibility for the management of the office, with full time work commencing April 1, 2022.

AREAS OF AUTHORITY:

The General Manager holds a key leadership position in the organization. Under the authority of the board, the General Manager assumes complete responsibility for carrying out assigned policies and regulations. The General Manager has the authority to direct the implementation of the organization's programs and services and is responsible for the management of all staff members and volunteers.

SUMMARY OF RESPONSIBILITIES:

- Carries out administrative and office management functions
- Manages retail store; purchasing, receiving, and pricing stock, paying invoices and ensuring adequate stock levels
- Directs the day – to – day operations of the retail store and office
- Hires, trains, delegates, supervises, evaluates and releases gift shop staff

Friends of Yoho National Park

- Fulfills the Friends of Yoho mandate
- Implements Board of Directors policies
- Acts as a consultant to the Board of Directors and its committees
- Acts as an official representative of the association and is authorized to sign official documents on the association's behalf

KEY RESPONSIBILITIES:

1. POLICY MANAGEMENT

- Directs the staff's implementation of policy
- Supports Board of Directors committees as needed

2. ADMINISTRATION / OFFICE MANAGEMENT

- Directs all aspects of operating an efficient and effective administration system;
- Assists with the delivery of stock, receiving and disbursing to sales outlet as required;
- Prudent management of administrative costs to ensure success of the retail outlet while maintaining consistent quality;
- Researches and completes grant applications; follows through with reports according to grant guidelines;
- Liaises with President of the Board of Directors, Directors and Parks Canada liaison at least once a month;
- Prepares General Manager's report for monthly meeting;

3. VISIONING

- Participates with Board of Directors in creation and implementation of organizational vision

4. PROGRAM MANAGEMENT

- Facilitates the research, planning, development, implementation and evaluation of programs and services
- Assists with the implementation of the organization's programs and services

5. PERSONNEL MANAGEMENT

- Encourages team building by facilitating open communication and positive working relationships with staff

6. FINANCIAL MANAGEMENT

- Implements the Board of Directors' policies for the allocation and distribution of resources
- Coordinates with bookkeepers/accountants to ensure correct financial reports
- Provides the Treasurer with regular statements of revenues and expenditures
- Administers the funds of the organization, according to the budget approved by the board

7. ADVOCACY MANAGEMENT

- Promotes community awareness of the organization's mission and aims
- Participates in community relations activities on behalf of the organization
- Builds strong working relationships with others, both inside and outside the organization, and enlists their support for accomplishing tasks