



Friends of Yoho National Park

Job Title:	General Manager		
Location:	Field, BC		
Wage:	\$30.00/hour	Position Type:	(Interim) General Manager - Full-time from August 1, 2024 to October 31, 2024 - Part-time from Nov 1, 2024 to March 31, 2025 - Full-time from April 1 to October 31, 2025
HR Contact:	Karla Gaffney	Date Posted:	July 15, 2024
Will Train Applicant(s):	Yes	Posting Expires:	July 31, 2024

Applications Accepted By:

EMAIL:

3ddata@telus.net

Subject Line: Interim-Friends of Yoho Manager Position

MAIL:

Attn: Karla Gaffney

Friends of Yoho National Park

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

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Previous management experience - Mandatory
 Previous retail experience – Mandatory
 Must be a Canadian Citizen or Permanent Resident of Canada

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
- Ability to work efficiently in a fast paced environment
- Experience with troubleshooting POS systems and negotiating supplier contracts

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 Visitor Centre from May to October. After 5 weeks of training, the successful candidate will assume full responsibility for the management of the office and role on September 5, 2024 to October 31, 2024, then working part-time. There will be a probationary period of 3 months (Sept 5 to Dec 5, 2024).

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:

- Directs the day – to – day operations
- Fulfills the Goals and Objective set out by the Board of Directors

Friends of Yoho National Park

- Implements Board of Directors policies
- Hires, trains, delegates, supervises, evaluates and releases gift shop staff
- 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
- Carries out administrative and office management functions
- Manages all sales outlets and procedures
- Must provide own transportation and accommodation

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 and administering 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 or (designate) of the Board of Directors, at least once a month or as needed.
- Prepares General Manager's report to present at monthly meetings.

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

- Hires, trains, supervises, evaluates and releases staff. 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 relationship with others, both inside and outside the organization, and enlists their support to accomplish task