

Employment Contract

Manager - Paradise Meadows Visitor Information Centre

This contract is between the Directors, Strathcona Wilderness Institute (SWI),

And XXXXXXXXXXXX, Manager - Paradise Meadows Visitor Information Centre ("Manager").

Terms of Contract

1. Starting date: May 16, 2018
 2. End date: October 15, 2018
 3. Remuneration of \$ 25.00 per hour based on:
 - @ 20 hours to train Summer Student(s) and Volunteers
 - @ 40 hours to deal with Sales Inventory for the SPWC
 - @ 100 hours staffing duties at the SPWC (= 25 hours per month from mid-June to mid-October, 2018, when SPWC is open)
 - @ 2 hours weekly travel to Centre
- Total estimated value of **\$5000.00** (= 200 hrs x \$ 25.00 per hour)
4. Payment bi-weekly upon receipt of an invoice and Timesheet, and for other expenses in accordance with SWI policy, signed by two (2) Directors, SWI.
 5. The Manager will provide her/his own transportation and use of home office as required.
 6. SWI will provide: electronic access to the SWI resource information and materials; physical access to the Paradise Meadows Visitor Information Centre downstairs office; and, Timesheet and invoices, and expense forms.
 7. Contract is renewable subject to both parties approval based on successful performance evaluation at 3 months and at the end of contract.
 8. Either party may cancel the contract with two (2) weeks notice.
 9. Any information identified by the Directors, SWI as confidential or sensitive will not be disclosed by the Coordinator without approval by the Directors, SWI except as required in law or as directed by the Court.

10. Physical and intellectual items produced under the terms of the contract remain the property of SWI.
11. The contract shall be governed by the laws of British Columbia.
12. The SWI Chair, or the Chair's designate, will be the main liaison between the Directors, SWI and the Manager.
13. This is the total agreement. Any modification to this agreement must be in writing with particulars of cost and signed by both parties before additional work commences.

Duties of the Manager – Paradise Meadows Visitor Information Centre

In support of the role of the SWI, which is to *inspire awareness, appreciation and stewardship of Strathcona Provincial Park BC through education and participation*, the primary duties of the Manager pertain to the daily operation of the Paradise Meadows Visitor Information Centre and includes supervision of tasks delegated to the Summer Student(s) and organization of volunteers.

Qualifications

- Ability to work well independently and as a team member (working with Directors, Summer Student(s), & Volunteers)
- Good communication skills with the Public, Directors and Volunteers
- Good organizational skills, self-motivation and ability to problem-solve
- Computer skills (Data entry of stats, sales etc; use of debit machine)
- Some knowledge of the Park and of Natural History
- Driver's license / transportation to Centre are essential

Tasks and Responsibilities

Manage the Strathcona Park Wilderness Centre at Paradise Meadows over mid-May to mid-October as follows:

- Ensure that the Centre is ready to open at start of season
- Order, purchase and price of all items (drinks, snacks, books, clothing ...)
- Maintain inventory on weekly basis
- Ensure display and information signs, inside and out, are ready

- Report Daily Sales to Book Keeper/ Treasurer
- Provide daily float
- Deposit cash
- Connect /disconnect phone, internet, debit machines
- Attend Summer Student (s) interview
- Instruct and supervise Summer Student(s) over a 5+ hour training session, and volunteers over training sessions on daily procedures at the Centre
- Up-date procedures and maintain as a written record on-site and electronically
- Recruit and schedule volunteers
- Regularly meet with Summer Student(s) and volunteers throughout period when Centre is open
- Provide an evaluation of Summer Student(s) on last day
- Winterize, organize, pack & clean the Centre
- Plan and book Volunteer Appreciation Evening and to attend and clean-up
- Order Canada Day cake and take to Centre
- Attend monthly Directors meeting to provide updates

Signatures:

For Manager

XXXXXXXXXX

Name (Print)

Signature: _____

Date: _____

For Directors, SWI

Name (Print): _____

Signature: _____

Date: _____