

## Site Manager - Island Lake Christian Retreat Centre



**Location:** Crowsnest Pass, Alberta

**Employment Type:** Full-time salaried, hours vary seasonally, averaging approximately 40 hours per week across the year

**Salary:** \$60,000 per year (\$36,000 cash + on-site housing valued at \$24,000/year)

**Time Off:** 2 weeks paid vacation

**Mileage:** \$0.50/km reimbursement for ILCRC-related travel

**Housing:** Private three-bedroom, two-bathroom, private, detached residence; utilities and internet included

**Additional Earning Potential:** Opportunity to provide post-rental cleaning for additional compensation (~\$250/clean)

### Organization Overview

Island Lake Christian Retreat Centre (ILCRC) is a Christian camp ministry in the Crowsnest Pass whose mission is to help people build lasting relationships with God, His Church, and one another. We pursue this mission by providing warm and welcoming camps, retreats, and gatherings where people of all stages of life receive spiritual encouragement and build authentic relationships, creating an impact that extends beyond our centre.

In support of this work, ILCRC also makes its retreat centre available to churches and community groups wishing to host their own events.

Island Lake is currently in a growth-oriented phase; we aim to significantly expand our programming over the next three to five years.

### Position Overview

As Site Manager, you will help ensure that Island Lake is ready and welcoming for everyone who comes through our doors. You will oversee the day-to-day care of the facility and grounds, manage facility bookings, and play a key role in engaging and coordinating volunteers to support maintenance, special projects and the ongoing operation of the property.

You will be an important part of the Island Lake community. As one of the main faces of the organization, you will help create a warm and hospitable environment for everyone who comes to Island Lake.

*This role reports directly to the Executive Director.*

## **Key Responsibilities:**

- **Facility & Grounds Care:**

- Prioritize and schedule routine maintenance and upkeep of the facility and grounds.
- Regularly inspect the property, identifying maintenance, safety and repair needs before they become larger issues.
- Perform routine groundskeeping, seasonal maintenance, general upkeep, and minor repairs, including mowing and snow removal.
- Coordinate contractors or service providers as required and communicate significant maintenance needs to the Executive Director.
- Ensure the property is clean, secure and ready for incoming groups.

- **Volunteer Engagement & Community Presence**

- Work with the Executive Director and leadership to identify and engage volunteers to support property maintenance, work projects and other practical needs.
- Be a visible and relational presence during ILCRC events and other key gatherings, helping foster a warm and welcoming sense of community.
- Foster a volunteer culture where people feel welcomed, appreciated and eager to return.
- Match volunteers with appropriate tasks, communicate expectations, and provide direction while they are serving on-site.
- Help organize volunteer work days and larger property projects in collaboration with other staff and key volunteers.

- **Booking and Guest Services:**

- Manage rental inquiries, bookings, and related communication with guest groups.
- Maintain the booking calendar and coordinate the practical details required for each group's stay.
- Serve as a primary point of contact for guest groups, responding to needs and helping provide a welcoming and hospitable experience.
- Coordinate cleaning and facility reset between groups.
- Receive rental payments and maintain accurate records of deposits, balances, and outstanding invoices.

**Qualifications:**

- A sincere Christian faith and alignment with ILCRC's mission and values.
- Warm, approachable, and hospitable, with the ability to communicate well with guests, volunteers, contractors, and staff.
- Self-directed and organized, with the ability to manage competing priorities.
- Comfortable performing hands-on maintenance, groundskeeping, mowing, snow removal, and other physically active work.
  - Prior plow experience is not required; training will be provided.
- Valid Class 5 driver's licence.
- Basic computer literacy, including familiarity with tools such as Google Docs.
- Employment is conditional on a criminal record check.

**Working Conditions:**

- This position requires living on-site at Island Lake, 12 minutes from Coleman.
- The role includes a mix of guest services, administrative work, hands-on maintenance, and outdoor work in varying weather conditions.

**Schedule and Time-Off**

- This is a seasonal, self-directed role rather than a traditional Monday–Friday schedule. Work is organized around the needs of the property, guest groups, and programming, with significant flexibility in when and how the work is completed.
- Workload is heaviest during the summer and other peak rental periods, when longer days, evenings, weekends, and consecutive busy days may be required. Quieter seasons generally involve a lighter workload and greater flexibility.
- While the Site Manager lives on-site, they are not expected to remain continuously available or on the property. Arrangements can be made to allow for days/nights away, planned time off, and vacation.

**On-Site Housing:**

- The Site Manager receives a private, detached residence
  - Three bedrooms/two bathrooms
  - Extra storage space is available in the shop
  - Utilities and internet are included

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**To apply:**

- Email a resume and cover letter to [office@ilcrc.ca](mailto:office@ilcrc.ca)
- Applications close October 16, 2026
- Flexible start date as per candidate availability