



<b>Position</b>	Operations Manager
<b>Location</b>	40 OWL Lane, Foresters Falls, Ontario, K0J1V0
<b>Salary</b>	Monthly Salary Based on 23 days/month Dependant on experience and qualifications
<b>Benefits</b>	Room & Board on site (May – September), Staff Uniform

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## Company

OWL Rafting, est. 1981, is a Whitewater rafting company and resort based out of Foresters Falls in Ontario, Canada. As a part of the tourism industry, we offer guided rafting trips down the Ottawa River. Our season begins mid-May and finishes mid-September.

## Job Description

The first impression of the OWL Rafting Resort is maintained by our Operations team. The Operations Manager works closely with our General Manager to guide the Operations team and ensure the OWL Resort is held to a high standard of cleanliness and presentation. The Operations Manager ensures the smooth running of the Operations department including scheduling, payroll, and day to day tasks of the department. We seek an individual who has an interest in grounds keeping, with a keen eye for cleanliness and appearance of facilities. The applicant will also have knowledge in vehicle upkeep, small machinery and tractors and basic carpentry skills.

## Responsibilities

- Oversees Operations team
- Facilitates on job training for new staff
- Scheduling and payroll of Operations team
- Grounds keeping & gardening
- Housekeeping (cabins, washrooms, etc.) in conjunction with the housekeeping team
- Maintain OWL's vehicle and boat fleet
- Driving shuttles by truck with trailer
- Driving motorboats
- General building maintenance
- Waste Management (garbage, recycling, compost, tending to our onsite pigs)
- Working collaboratively with other staff and departments at OWL

## Requirements

- A valid driver's license with no infractions (drivers abstract) Ontario F class (or equivalent) an asset
- Knowledge of carpentry and grounds-keeping equipment
- Pleasure Craft Operators license (obtainable online)
- First Aid and CPR Certificate (we offer at a discounted rate for employees)

1 800 461-7238 [www.owlrafting.com](http://www.owlrafting.com)

40 OWL Lane, Foresters Falls, Ontario, K0J 1V0 | 613 238-7238 | [raft@owlrafting.com](mailto:raft@owlrafting.com)



- WHMIS and Health & Safety Certificates (info on how to obtain provided with the job offer)
- A passion for outdoor recreation
- Self-motivated and able to perform manual tasks
- Leadership or Management experience

## Education and Experience

**Required:** Minimum of 3 years in a similar leadership position

**Desired:** Bachelor's degree / Diploma in Business Administration, Communications, or a similar field

## Additional Information

We ask for a **two season commitment** from all new staff for training, and to maintain a quality experience for our guests from season to season. Please check out our [Website](#) and [Employment Page](#) to learn more.

## Application

If interested in the position, please complete an [Employee Application Form](#). A resume, cover letter, and references are mandatory. Please do not hesitate to get in contact with us if you have any questions.

## Staff Perks

There is so much more to being a member of the OWL Crew besides meaning full work within a fantastic and fun community while living alongside one of the BEST natural playgrounds in Ontario.

- 1 free rafting day trip to give away for part time OWL crew or MKC crew 2 free day trips to give away for full time OWL crew *\*\*free trips are for friends or family*
- Immediate family can stay in paddler camping for free if coming to visit, max 3 nights consecutive.
- 20% off retail (excludes any food items, cannot be combined with other discounts)
- Access to pro deals (order directly from manufacturer for lower prices)
- Raft for free provided there is space in a trip, and you are not working.
- On-Site training and certification courses at a discounted rate ex: First Aid & CPR, Swiftwater Rescue, Transport Canada Marine certifications
- Accommodation and food provided for the summer at \$12/day (all meals)
- Tent platform (10 x 14 ft raised with tin roof)
- Laundry available
- Staff Showers
- Internet connection (WIFI) available around the office
- Staff room with kitchenette and WIFI access
- Use of all OWL facilities (beach, watercraft, sauna, volleyball, etc.)
- 2 staff days: group activity day with all crew (end of June and end of August)
- 50% off 5-day courses at the Madawaska Kanu Center. Yes 50% off the entire course.

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