



Assistant Manager Job Description for Ojibway Family Lodge
Devil's Island, Lake Temagami
[Ojibway Family Lodge](#)

Unleash Your Passion for Hospitality in a Pristine Wilderness

Dates: June 15th to September 1st, 2024 (negotiable start date). Off-season communication with the Ojibway Lodge Manager as required.

There is no charge for room and board or transportation to and from the island.

Description: Join our team and immerse yourself in the breathtaking environment of Lake Temagami. Ojibway Family Lodge, nestled on a 50-acre island shared with Keewaydin Camp, seeks a dedicated Assistant Manager committed to ensuring our guests leave with unforgettable memories. Our unique property, accommodating up to 65 guests, offers a low-tech retreat surrounded by the pristine waters of Lake Temagami. Limited Wi-Fi access enhances the lake experience, creating an escape from the digital world. Come to appreciate our commitment to our 130+ year-old organization and enjoy partnering with Keewaydin, long-time returning guests, new families, and local islanders.

Your Role: As Assistant Manager, you'll work closely with the Manager to provide a warm, customer-focused environment. The successful candidate will be hardworking, highly adaptive and present as a polished professional. You will engage with guests, respond to concerns, and contribute to the social atmosphere that defines Ojibway Family Lodge. Your role involves supervising housekeeping and dining room staff, ensuring the maintenance and upkeep of the lodge, and adapting to the dynamic needs of our unique operation.

Why Join Ojibway: This isn't just a job; it's a lifestyle. Embrace the intimacy of our remote setting and the opportunity to form lifelong connections with staff and guests. In this role, your duties are diverse – from greeting guests, scheduling boat shuttles for arrivals and departures, helping with invoicing, and overseeing housekeeping and dining room operations. No task is off the table, and your adaptability is vital to thriving in our close-knit team.

Room and board included. Rustic yet comfortable private accommodations are provided.

Boat transportation to and from the island is provided—there is free parking at Manitou Landing, at the end of the Temagami Lake Access Road. We can help support travel from the town of Temagami or North Bay.

The island has laundry facilities, and all amenities are available for the staff (e.g., swimming areas, canoes, kayaks, paddleboards, and tennis courts).

Wifi is available in common areas at Ojibway.... cell reception has not reached us yet.

A qualified candidate will have:

- 3+ years in hospitality or customer service, with staff supervision experience.
- Ability to thrive independently in a fast-paced environment, showcasing excellent problem-solving skills.
- Organization skills with a keen attention to detail and exceptional time management.
- Outstanding people skills fueled by a passion for delivering unforgettable guest experiences.
- Excellent interpersonal and communication skills (written and oral).
- Proactive, initiative-taking professional approach committed to maintaining client and workplace confidentiality.
- Proficiency in Word and Excel, familiarity with POS systems and electronic invoicing, and the Google work platform.
- Ontario Boat driver's license (Pleasure Craft Operating Card).
- Ontario Smart Serve certification
- Keewaydin and/or Ojibway experience or familiarity with Lake Temagami is strongly desired.
- Enthusiasm for the outdoors and an eagerness to embrace our lodge's rugged and remote setting.

Salary: A competitive per-day rate based on experience; this position does not receive a share of the tip fund.

Duties:

- Support the Ojibway Manager in housekeeping, dining room supervision, and general maintenance.
- Greet and engage with guests, ensuring a welcoming atmosphere.
- Leader of our housekeeping staff, maintaining high morale and energy.
- Ensure accommodations meet Ojibway's standards and health regulations.
- Familiarity with dock store operations.
- Coach and empower the team, encouraging independent decision-making in guest service matters.

- Supervise and motivate staff, ensuring HR procedures are followed.
- Collaborate with the manager and head cook to uphold dining room standards.
- Small team ethos – contribute to all lodge-related tasks.
- Communicate with guests regarding arrivals, departures, and boat runs.

Additional Requirements:

- Ability to drive all camp boats.
- Physical fitness –the job will require lifting and transporting 30-40 lbs. regularly.
- Navigate island wilderness trails in changing weather and stand/walk for extended periods.

Join Ojibway Family Lodge and be part of a team that shapes unforgettable experiences in the heart of nature. Your passion for hospitality and adaptability are the keys to making a lasting impact in this unique and rewarding role.

Please e-mail a letter of application detailing what interests you about the position, what appeals to you about working at Ojibway Family Lodge and a resume. Be prepared to provide references.

Please contact:

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