



Volunteer Opportunity: Director of Operations

Organization: Wilderness Discovery Centre (WDC)

Location: Shebandowan, ON

Time Commitment: 1.5-hour board meeting once a month (first Tuesday of the month at 5:30 PM)

Meetings in Thunder Bay with Virtual Option

About Us:

Nestled on the picturesque Shebandowan Lake, Wilderness Discovery is a fully wheelchair-accessible centre located 80 kilometers west of Thunder Bay, Ontario. Our mission is to provide a fully accessible family resort, promoting a safe, barrier-free, and enjoyable camping experience for all.

While our primary focus is on individuals with physical disabilities, veterans, and their families, we also extend our services to other non-profit groups. Additionally, when vacancies arise, we cater to corporate retreats, family reunions, and various gatherings.

Volunteer Position Description:

Wilderness Discovery was established as a non-profit corporation on April 7, 2017, with representatives from local Rotary Clubs, Hill City Kinsmen, HAGI, and the Shebandowan Lake Campers' Association, forming our dedicated management board.

We are seeking a dedicated and passionate individual to join our team as the **Director of Operations**. This role is vital to ensuring the smooth operation and sustainability of WDC, offering an opportunity to make a significant impact in our community. The Director of Operations will work closely with our **General Manager** to oversee and enhance the day-to-day operations of the centre.

Responsibilities:

- **Facility Management:** Oversee the operations and maintenance of WDC's facilities to ensure a safe and enjoyable environment for all guests.
- **Operational Strategy:** Assist in developing and implementing operational strategies aligned with WDC's mission and goals.
- **Volunteer and Staff Coordination:** Work closely with the **General Manager**, volunteers, seasonal staff, and contractors to ensure effective facility operations.
- **Increase Occupancy and Rentals:** Develop strategies to maximize bookings, increase occupancy rates, and promote rental opportunities to various groups and organizations.
- **Risk Management:** Identify potential risks and develop strategies to mitigate operational and safety concerns.



- **Budget Oversight:** Work with the finance team to ensure operational expenses align with budgetary constraints and funding requirements.
- **Regulatory Compliance:** Work with the **Director of Inclusion** to ensure WDC adheres to all legal, safety, and accessibility regulations.

Benefits:

- Gain valuable leadership and operational management experience.
- Make a tangible difference in providing a barrier-free camping experience for individuals with disabilities, veterans, and families.
- Work with a passionate and dynamic team dedicated to making outdoor experiences accessible to all.

How to Apply:

If you are enthusiastic about our mission and ready to contribute your time and skills, please reach out to **Jeff Jones, our President**.

Contact Information:

Contact Name: Jeff Jones - President

Contact Email: jjones@wdcentre.net

Contact Phone: 807-766-2086

www.wildernessdiscovery.net | Check us out on **Facebook**

Join us in making a difference in our community! We look forward to welcoming you to our team.