

North Island Kayak

Maintenance Coordinator

North Island Kayak delivers world class guided kayaking tours to thousands of guests each summer between the months of May and September. Situated in Telegraph Cove on North Vancouver Island, our eco-friendly tours take place in the Johnstone Strait & the Broughton Archipelago. Our goal is to provide guests with a spectacular wilderness vacation experience, while ensuring the safety of all and minimizing any negative environmental effects of our presence. Maximum staffing levels are reached in the months of July & August when our team reaches approximately 35 people.

The Maintenance Coordinator will be responsible for overseeing our facilities, equipment, and base camps. They will coordinate a small team to carry out daily duties throughout our season.

Primary Responsibilities

- Maintain the physical infrastructure of all operations, and staff accommodation facilities
- Scheduling and supervision of the maintenance and gear team
- Create, implement, and oversee a system for tracking and maintaining equipment; including but not limited to kayaks and gear, vehicle, and vessels
- Create, implement, and oversee procedures for ongoing maintenance at our 6 basecamps
- Operate company vessels (no more than 5 GTs) for maintenance or tours
- Assist with the smooth departure and return of all kayak equipment, both on guided tours and rentals
- Duties as assigned

Qualifications & Required Skills

- Meticulous attention to detail
- 2-4 years of maintenance experience
- Ability to use tools and equipment and make a variety of general repairs unassisted
- A self-starter. Responsible, reliable, decisive & mature.
- Ability to work with little supervision
- Superior communication skills. Will be required to share and report duties to management on a regular basis
- Ability to coordinate and supervise a small team
- Ability to work in a dynamic and energetic team environment
- Carpentry skills are an asset
- Computer & communication skills
- Physically fit – able to lift 50+ lbs
- SVOP, MED A3, ROC-MC
- Canadian citizenship, permanent resident status or appropriate work visa
- A valid driver's licence



Period of Employment and Compensation

Our Maintenance Coordinator will need to be available full time in Telegraph Cove between April and October. Weekend and evening work will be required. Wage is dependent on experience and qualifications.

Employee Benefits

- An opportunity to work for an industry leading organization in a beautiful area with spectacular wildlife
- Great opportunity for long term career advancement and development
- A great work environment with very competitive pay rates
- Access to accommodation
- Team based continuous learning skill development with subsidized further training opportunities
- Access to Pro-deal purchases from leading outdoor suppliers
- Discounted opportunities to partake of other Telegraph Cove activities and attractions
- Get out on the water alongside stunning scenery and amazing wildlife!

Application Requirements

To apply please review the following requirements and send us an email hr@kayakbc.ca . Please clearly identify the position applied for and include the following information.

- A current resume & cover letter detailing why you are interested in and qualified for the position
- Contact details for at least two work references. If you are at college or university, provide one faculty reference
- Expected salary & availability dates

About Telegraph Cove

Telegraph Cove is a tiny village on the north east side of Vancouver Island. Its remoteness, abundance of wildlife, fishing, whale watching (specializing in Orca & Humpbacks) and kayaking opportunities bring thousands of tourists in the summer months. The largest nearby town is Port McNeill about half an hour's drive away.