



Hello,

Thank you for your inquiry regarding Queen Charlotte Lodge's employment opportunities for the upcoming season.

As adventure tourism generates so many job inquiries, we have prepared a general outline for Queen Charlotte Lodge candidates to review. This is a good starting point for your application, so please review the following information to answer many of the questions that you may have.

If you feel that this opportunity would be the right fit for you, please contact one of our managers with your resume and desired position for consideration.

Thanks again for expressing your interest in working with us. We look forward to hearing from you soon!

Regards,
Chris Clark
Lodge Manager
Queen Charlotte Lodge

queencharlottelodge.com

Queen Charlotte Lodge General Employment Information

Listed below are some general facts and figures to bring you up to speed with our seasonal employment opportunities. Please also visit www.queencharlottelodge.com for further information.

- **How do I apply?**

- To apply for a job with Queen Charlotte Lodge, please submit your resume with cover letter and photo via email (preferred), fax or mail.
 - **Email:** jobs@queencharlottelodge.com
 - **Fax:** 604-247-1256
 - **Mail:** #180 – 3600 Lysander Lane,
Richmond, B.C.
Canada V7B 1C3
- List your desired position clearly in the subject line, or top of resume / letter.
- Requirements:
 - Canadian Citizen
 - Bondable
 - Two work references

- **When are you open?**

- Our operating season runs from May 15 to September 10 (approximately).
- Work schedules are mostly 6 days a week, 10 hours a day.

- **Students:**

- Queen Charlotte Lodge is a great summer job for students. If your school schedule accommodates our season (see next paragraph) you will find that you are able to save almost every penny you earn. Cancel your cell phone, take the car off the road, put your belongings in storage and all of your earnings can be saved for travel or the next semester.
- We can accommodate some – but not all – student schedules. If you have late exams or if you must return early for school we may still be able to work with you. So long as we have enough ‘full time’ staff available, we can allow some students to start late or leave early (by a few days). Tell your interviewing manager *as soon as possible* about your school schedule.

- **“Fly Outs”**

- Do not plan on flying out to the city during the 3.5 month season.
- Fly outs are rare, and are based on seniority, guest load and flight availability.
- In the event of an emergency, exceptions will be made.

- **JOBS:**

- **Resort Positions:**
 - Dock Crew
 - Retail Clerks (Kingfisher Gallery & Pro Shop)
 - Guides
 - Deckhands (aboard the M.V. Driftwood)
 - Kitchen Crew
 - Groundskeeper & Maintenance Crew
 - Server & Housekeeping Crew

- **Vancouver Positions:**
 - Shipping & Receiving (full time & part time)
 - Airport Check-in Crew (full time & part time)
 - Guest Services Representative (full time)
 - Reception & Data Entry

- **Remuneration:**
 - Based upon position, seniority and related work experience, crew wages start at \$95 per day.
 - Gratuities:
 - There is a general tip pool for all crew members (exceptions in next paragraph). All tips are pooled and then divided equally amongst all staff. This tip pool yields between \$4,000 and \$5,000 in cash, per crew member, per season.
 - Some positions are tipped directly and are not included in the general tip pool (Massage, Photographer and Guides). The amount earned by these positions depends upon the individual performance of the crew member.
 - Room & Board:
 - \$10 / day is deducted from your pay for Room & Board, and is required by law.
 - This deduction covers the following staff benefits:
 - Transportation from Vancouver to the lodge (and return).
 - Staff accommodation (double occupancy rooms).
 - Common restroom and shower facilities
 - Food - all meals are prepared for you (buffet style).
 - Staff amenities:
 - Gym
 - Kayaks
 - Fishing gear, boats, bait, raingear
 - TV room
 - Internet station
 - Satellite phone
 - Games room (X-Box and games)
 - Social 'Party' shack
 - Hiking trails and maintenance

- **Training and Certifications:**
 - Some certifications are required for various occupations. Not all certifications are required for every position, but it is an advantage to list any related credentials on your resume. Please do not list expired certificates, as they no longer apply. Relevant certifications are:
 - Marine Emergency Duties
 - First Aid - Any
 - Occupational First Aid – Level III
 - Radio Operator Certificate
 - Pleasure Craft Operator's Certificate
 - Food Safe – Level I, II or III
 - Serving it Right
 - Superhost