



EMPLOYMENT OPPORTUNITY

Northern Lights Centre Operations Supervisor

Closing Date: Tuesday, April 7, 2026 at 4:00pm (Yukon Time)

Job Type: Seasonal (May-September)

Department: Parks and Recreation

Pay Range: \$31.23 - \$34.11 (dependent on experience)

Hours: Up to 40 hours/week

The Northern Lights Centre Operations Supervisor will oversee the Northern Light Centre staff and the daily duties and operations of the Northern Lights Centre. The ideal candidate will have excellent leadership qualities, customer service skills, cash handling experience, and strong interpersonal and communication skills.

Duties include but not limited to:

- Create the NLC staff schedule and ensure all shifts are covered for a 7 day per week schedule
- Operate the cash register, receive and handle cash, and complete end of day cash out duties
- Assist the public with general inquiries in a welcoming and friendly manner
- Operate the theater equipment and assist other staff with learning the proper running of the equipment
- Help promote and advertise events and programs
- Maintaining a clean and safe environment for all visitors, and;
- Other duties as directed by the Director of Community Services

Qualifications and Experience:

- Possess basic computer skills, including experience with Microsoft programs
- Ability to follow direction from supervisor and lead and train other staff members
- Strong customer service and oral communication skills
- Energetic, positive, and motivated, and;
- Willingness to work a flexible work schedule, including evenings and weekends.

To apply for this position, please submit a resume and cover letter, clearly outlining qualifications and experience as it relates to this position by 4:00pm on Tuesday, April 7th, 2026, to Shannon Bergeron by:

By Email: csrec@watsonlake.ca

In Person: Town Office, 710 Adela Trail, Watson Lake

The successful candidate is required to supply a Vulnerable Sector check and a copy of credentials prior to their start date.

We thank all applicants for their interest, however only those individuals selected for an interview will be contacted.