



BC FOREST DISCOVERY CENTRE

Operated by the BC Forest Museum

Position: General Manager

British Columbia Forest Discovery Centre (BCFDC) located in Duncan, B.C.

Salary range \$65,000 to \$80,000 depending on qualifications and experience

The British Columbia Forest Discovery Centre is looking for a General Manager who is responsible for the day to day operations of the Discovery Centre and who will facilitate new program development, community relations, and work with funding partners.

The BDFDC is operated by the BC Forest Museum Society as a non-profit, charitable organization. The story of BC's Forest industry is shared through exhibits, heritage buildings, and logging artifacts. The facility is comprised of more than 5,000 forest history artifacts. The BC Forest Discovery Centre provides a wealth of information about the forestry in Coastal British Columbia. The facility operates a 2.4 Kilometer narrow-gauge steam railway. Nearly two kilometers of wheel-chair accessible trails allow visitors to explore the 100-acre site. The **BC Forest Discovery Centre** is charged with collecting and preserving artifacts relevant to coastal forestry, as well as educating the public about life, work and the environment in forest communities of coastal British Columbia.

Reporting to the President of the BC Forest Museum Society the General Manager will work efficiently and effectively with staff, volunteers, and the general public.

The ideal candidate will:

- Have Senior Level Management experience in the Tourism Industry or a non-profit organization
- Work closely with the Board of Directors
- Maintain relationships with local communities
- Develop and implement a 5-year Strategic Plan
- Build new connections with funding partners
- Develop and be responsible for an HR Performance Management System

The General Manager supervises and supports staff in the fulfillment of their duties and responsibilities, coordinates and attends meetings of the Board and its committees, implements policies, and develops a communications strategy for the organization.

The General Manager will utilize best business practices to ensure the facility aligns with the BC Forest Discovery Centre's mission and values.

Please submit your resume to A. Carter, President, Board of Directors BCFDC at a.dcarter@shaw, and D. Field, Secretary/Treasurer, BCFDC at BDFDCTreasurer@outlook.com .

Our website: bcforestdiscoverycentre.com

The BC Forest Discovery Centre is located on the traditional territory of the Quw'utsun (Cowichan) First Nations. We are grateful for the opportunity to live and learn on these lands.