



## **Job Description**

**Title:** Conservation Area / Gatehouse Attendant

**Reports to:** Team Lead, Field Operations

**Summary:** The Conservation Area / Gatehouse Attendant will ensure all campsites and public areas (including the beach and picnic area) are clean and carry out the day-to-day requirements for the orderly administration, maintenance, and operations of Charlottenburgh Park.

**Main Responsibilities:** (This is not an exhaustive list)

- Be familiar with and strictly adhere to all the cash handling procedures including the operation of the computerized reservation software.
- Register campers and day users, monitor and control access to all facilities in the park.
- Handle camping reservations and group picnic reservations. (eg. complete camping permits and/or other documents, and collect all park fees)
- Perform general park maintenance daily. (eg. cleaning washrooms, unplugging toilets, pickup and depositing garbage into dumpsters, harrowing beach).
- Keep gatehouse building clean and neat daily. Clean campground and campsites (eg. keep them free from litter and waste) including fire pits.
- Responsible for splitting and bundling wood. Sell firewood and other supplies.
- May be required to operate canteen, selling food and beverages to park visitors.
- Assist in monitoring levels of supplies needed (washroom & cleaning supplies). Communicate supply needs to the Team Lead, Field Operations.
- Report any problems or safety hazards to the Team Lead, Field Operations.
- Safely operate ATV/Mule or other vehicles to efficiently monitor available/occupied campsites.
- Be familiar with applicable occupational health and safety legislation; general knowledge of corporate/department policies and procedures related to health and safety.
- Perform other duties as assigned by the Team Lead, Field Operations. Such duties could include assistance with other responsibilities such as visitor services and events.

**Skills:**

- Physically fit and willing/able to work outdoors in all kinds of weather conditions
- Available to work flexible work hours
- Experience with handling cash & record keeping
- Superior customer service
- Ability to work with limited supervision

- Ability to work with a team or independently

**Qualifications:**

- Demonstrate public relations skills
- Strong organizational skills and attention to details
- Experience using cash register (eg. opening & closing of cash float) is an asset
- Criminal check required
- First Aid and CPR certification is an asset
- Valid Class G driver's license with a clean abstract
- Must provide and wear CSA approved safety footwear

**Location:** Charlottenburgh Park, 19788 County Rd. 2, Summerstown, ON

**Pay Range:** To be determined

**Position type:** Seasonal contract position

**Start Date:** May 1, 2023 (possibility of earlier start date)

**Hours of Work:** Up to forty (40) hours per week, various shifts, and hours, including evenings, weekends, and statutory holidays

**To apply:** Please submit your cover letter and resume to [josianne.sabourin@rrca.on.ca](mailto:josianne.sabourin@rrca.on.ca) indicating the position title in the e-mail subject line. Documentation must be submitting as MS Word or PDF.

**Application deadline is Friday, February 3, 2023 at 4:00 pm.** Applications may be accepted after the deadline, if required. Only applicants selected for an interview will be contacted.

The RRCA is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code. The RRCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

Prepared: January 11, 2023