



PARK ATTENDANT

Reports to:	Team Lead, Field Operations
Location:	Charlottenburgh Park, 19788 County Rd. 2, Summerstown, ON
Start Date:	May 1, 2024 (possibility of earlier start date)
Position type:	Contract (4-5 months)
Pay Range:	To be determined
Hours of Work:	Up to forty (40) hours per week. Various shifts and hours which may include evenings, weekends, and statutory holidays.

The Park Assistant will assist with the day-to-day operations at Charlottenburgh Park including maintenance of the park, campsites, and buildings. In addition, may be required to assist with gatehouse operations.

Main Responsibilities (this is not an exhaustive list)

- Assist with maintenance program such as preparing, cleaning sites, installing docks, grass cutting, disposal of garbage, repairing and cleaning.
- Help with upkeep of campground, picnic and beach areas, washroom facilities and trails
- Assist with general gatehouse and canteen operations as required.
- May occasionally be required extend or modify hours of work in response to high/low visitor volume, emergencies, attendance at training sessions or other work-related meetings.

Skills

- Experience with grounds maintenance and the operation of equipment such as lawn mowers, weed eaters, power/manual tools, etc., would be an asset.
- Basic computer skills.
- Working knowledge of the Ontario Health and Safety Act.
- Must be able to work flexible hours including evenings, weekends, and holidays.
- Possess excellent communication skills to effectively communicate with staff and the public.
- Ability to work well independently and as part of a team and carry out duties with minimal supervision.

Qualifications

- Physically fit and willing/able to work outdoors in all kinds of weather conditions

- Demonstrate public relations skills
- Strong organizational skills and attention to detail
- First Aid and CPR certification is an asset
- Criminal check is required
- Valid Class G Driver's License with a clean abstract
- Must provide and wear CSA approved safety footwear

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

Application deadline is Friday, February 2, 2024 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

Modified: January 10, 2024