



## Park Lead Assistant

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

**Summary:** The Park Lead Assistant will assist with the day-to-day operations at Charlottenburgh Park including gatehouse operations, maintenance of the park, campsites, and buildings.

**Main Responsibilities** (this is not an exhaustive list)

- Act as seasonal support staff lead to ensure consistent operations of the park when the Team Lead, Field Operations is not present.
- 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.
- Assist with ensuring all administration documentation (e.g., daily summary sheets, timesheets, incident reports, etc.) are completed and forwarded to RRCA administration.
- Assist with quality control of daily park finances, as directed by RRCA administration.
- Ensure sufficient supplies for all aspects of park operations and secure storage of supplies and equipment.
- Liaise with Team Lead, Field Operations, regarding general repairs and upkeep of park facilities. Perform general park maintenance daily (e.g., cleaning washrooms, unplugging toilets, pickup, and depositing garbage into dumpsters, harrowing beach, etc.)
- Respond to visitor complaints, rectify problems to the visitors' satisfaction, informing Team Lead, Field Operations, of unresolved problems immediately. Record keeping of all incidents.
- Ensure visitor compliance with park regulations and issue warnings and evictions as required. Work directly with the Ontario Provincial Police if safety of visitors, staff and property is of imminent concern.
- Operate field equipment (e.g., tractor, bobcat, chipper, grass mower, ATV/RTV, chainsaw, and hand operated tools.
- Assist with coordinating water testing with local public health unit and submit results to Team lead, Field Operations.
- 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.



**Additional responsibilities:**

- 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. (e.g., complete camping permits and/or other documents, and collect all park fees)
- Keep gatehouse building clean and neat daily. Clean campground and campsites (e.g., 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, and canteen supplies). Communicate supply needs to Team Lead, Field Operations.
- Report any problems or safety hazards to the Team Lead, Field Operations.
- 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.
- Ensure work is performed in accordance with the provisions of the *Occupational Health and Safety Act* and Regulations and all corporate/departmental policies and procedures related to Occupational Health and Safety.

**Education/Experience:**

- Post-secondary studies and/or training in project management, leadership and/or supervision would be an asset.
- Two to three years of related progressive experience including field work, groundskeeping or construction.
- Experience in supervision would be an asset
- Successful completion of Chainsaw Operator course would be an asset.
- Valid Ontario Glass G Driver's License or equivalent.
- Experience using a cash register or POS system (eg. opening & closing of cash float) is an asset
- First Aid and CPR certification is an asset

**Qualifications:**

- Demonstrate public relations skills
- Strong organizational skills and attention to details
- Criminal check required
- Must provide and wear CSA approved safety footwear



Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic/experience requirements

**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.
- Excellent customer service, problem-solving and organizational skills
- Ability to work well independently and as part of a team and carry out duties with minimal supervision.
- Working knowledge of applicable occupational health and safety legislation; in depth knowledge of corporate/departmental policies and procedures related to health and safety.

**Demonstrated ability to:**

- Effectively supervise and lead a team.
- Communicate effectively and concisely, both orally and in writing.
- Demonstrate integrity, creativity, and enthusiasm in achieving results.
- Succeed in a fast-paced environment.
- Direct activities towards timely completion of assigned tasks.
- Quickly shift priorities and adapt to changes to meet organizational and department requirements.
- Adapt to changes in process, systems, and organization structures.

**Language:**

- Bilingualism (English/French) is preferred.

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

**Start Date:** Immediately

**Position type:** Seasonal contract position (possible recurring position)

**Pay Range:** \$20.38 to \$25.48 per hour

**Hours of Work:** Up to forty (40) hours per week. Various shifts and hours which may include evenings, weekends, and statutory holidays.



**Raisin Region  
Conservation Authority**

**To apply:** Please submit your cover letter and resume to: [josianne.sabourin@rrca.on.ca](mailto:josianne.sabourin@rrca.on.ca). **Please indicate the position title in the subject line of your email. Please send your documentation as MS Word or PDF. Application deadline is Friday, June 24th at 4:00 pm.** Applications may be accepted after the deadline, if required. Only applicants selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.