Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2 Tel: 613-938-3611 Fax: 613-938-3221 **www.rrca.on.ca**

CONSERVATION AREA / GATEHOUSE ATTENDANT
(May to October)
CHARLOTTENBURGH PARK

Responsibility

Reporting to the Park Supervisor, the Conservation Area / Gatehouse Attendant works effectively and efficiently with little to no supervision to ensure all campsites and public areas (including the beach and picnic area) are clean and also carry out the day to day requirements for the orderly administration, maintenance and operations of Charlottenburgh Park. This position is also responsible for welcoming visitors and the general public in a friendly and courteous manner.

Duties

- 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.
- Perform general park maintenance on a daily basis. This would include such things as cleaning washrooms, unplugging toilets, pickup and depositing garbage into dumpsters, harrowing beach.
- Clean campground and campsites to keep them free from litter and waste, including fire pits.
- Keep gatehouse building clean and neat on a daily basis.
- Responsible to bundle and sell firewood and other supplies.
- Ability to complete camping permits or other documents.
- Operate the canteen; selling food and beverages to park visitors.
- Assist with canoe rentals; taking reservations and supplying safety equipment.
- Assist in monitoring levels of supplies needed (washroom & cleaning supplies) and communicate supply needs to Park Supervisor.
- Report any problems or safety hazards to the Park Supervisor
- Perform other duties as assigned by the Park Supervisor. Such duties could include assistance with other responsibilities such as visitor services and events.
- Safely operate ATV/Mule or other vehicles in order to efficiently monitor available/occupied campsites.
- Collection of park fees.
- Handle camping reservations and group picnic reservations.
- Record and report traffic counter results and park stats.

- Be familiar with applicable occupational health and safety legislation; general knowledge of corporate/department policies and procedures related to health and safety.

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
- Demonstrates good knowledge computer skills

Qualifications

- Demonstrate public relations skills
- Strong organizational skills and attention to details
- Experience using cash register; 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

Pay Range $14.00 per hour

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. **Please indicate the position title in the subject line of your email. Please send your documentation as MS Word or PDF.**

The application deadline for summer positions is Wednesday, April 24, 2019 at 4:00 pm. Applications will be accepted after that date however preference will be given to those submitted prior to the deadline. Applicants will be contacted only if an interview is required.

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