



# St. Clair Region Conservation Authority

## Job Posting

Bring your enthusiasm and energy to the St. Clair Region Conservation Authority. This position provides a great opportunity to gain experience, practicing your exceptional professional and customer service skills in meeting the needs of our customers.

**Position Title:** Gatehouse Clerk/Maintenance

**Competition Number:** CA401

Location: A.W. Campbell Conservation Area

Salary: \$15.00 per hour

Hours: 40hrs/week, May 6 – September 2

Driver's License Required: Yes

Automobile Required: No

Required:

- a versatile person with good computer skills
- ability and desire to assist with other staff when required
- willing to work flexible hours including evenings, weekends and holidays
- must possess a valid Ontario Drivers licence

Duties:

- take reservations, issuance of campsite permits, collection of campground and day use fees, preparing accounting reports, and advising staff of check in and check out information
- re-stock gatehouse and camping inventory as required
- assist the general public by providing information on policies, regulations, facilities and general information
- clean and maintain all facilities in an efficient, orderly, and safe manner
- duties will include, but are not limited to, washroom and grounds cleaning, cutting or trimming grass, weeds, or trees; cleaning fire pits, garbage collection, nature trail maintenance etc.
- implement the maintenance program on a schedule as assigned by the Conservation Area Superintendent or Assistant Superintendent.
- may be required to assist in the organization, promotion and delivery of social activities and events
- job duties may require employee to be exposed to moderate levels of uncomfortable conditions on a regular basis including noise from equipment, verbal abuse, garbage, humidity and temperature
- other duties as assigned by the Conservation Area Superintendent or Assistant Superintendent

Please send a resume and covering letter ASAP noting this position to:

St. Clair Region Conservation Authority

205 Mill Pond Crescent

Strathroy, ON, N7G 3P9 or

FAX: 519 245-3348 or

Email: [jobs@scrca.on.ca](mailto:jobs@scrca.on.ca)

Clearly indicate the competition number and position title in the cover letter and the email subject line.

We thank all applicants for their interest. However, only those selected for an interview will be contacted

The St. Clair Region Conservation Authority is an Equal Opportunity Employer