Position Title: Campground Activities Coordinator/Gatehouse Attendant
Job Type: Seasonal
Department: Conservation Areas
Immediate Supervisor: Superintendent and Assistant Superintendent
Competition Number: CA402

Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking to add to their team, a Campground Activities Coordinator/Gatehouse Attendant at the Warwick Conservation Area.

This is a position through the Canada Summer Jobs program. To be eligible, youth must:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Duties and Responsibilities

- Develop and implement weekly programs and special events to ensure a positive customer experience at the campgrounds. Events will include activities that can be completed while adhering to physical distancing guidelines until larger gatherings are permitted. Activities include photo contests, fishing derbies, colouring contests, scavenger hunts, etc.
- Ensure participants are engaged and having fun in a safe environment.
- Coordinate events for all three campgrounds (A.W. Campbell Conservation Area, Lorne C. Henderson Conservation Area and Warwick Conservation Area).
- Demonstrate excellent customer-service skills and a positive and professional attitude when communicating with participants, and volunteers.
- Cover gatehouse duties as necessary. Gatehouse duties include answering phone calls, taking camping reservations, guest check-in, housekeeping, and responding to general campground inquiries.
- Other duties as assigned by the Conservation Area Superintendent.
Credentials and Experience

- Versatile 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 have a valid Ontario Driver's License.

Work Environment/Conditions

Location:
- Position is based at the Warwick Conservation Area at 6101 Warwick Village Road, Warwick, Ontario.

Wage:
- Salary: $15.00 per hour
- Hours: 40 hours per week

Start Date: As soon as possible (until September 7, 2020)

Additional information about the SCRCA is available on the website at www.scrca.on.ca. Please submit your cover letter and resume outlining how your experience meets the necessary qualifications to:
  1) jobs@scrca.on.ca indicating the Competition Number and position title in the subject line of your email, or
  2) mail to:
      St. Clair Region Conservation Authority
      205 Mill Pond Crescent
      Strathroy, ON, N7G 3P9
  3) or fax to 519-245-3348

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