Position Title: Gatehouse Clerk/Maintenance
Job Type: Seasonal
Department: Conservation Areas
Immediate Supervisor: Conservation Area Superintendent and Assistant Superintendent
Competition Number: CA401

Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking to add to their team, a Gatehouse Clerk/Maintenance Worker. The position will require working with other Conservation Area staff to provide exceptional customer service to visitors and ensure facilities are cleaned and maintained.

Duties and Responsibilities

• Take reservations, issue campsite permits, collect campground and day use fees, prepare accounting reports, and advise 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.
• May be required to assist in the organization, promotion and delivery of social activities and events.
• Other duties as assigned by the Conservation Area Superintendent or Assistant 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: $14.00 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