



St. Clair Region Conservation Authority Job Posting

Position Title: Conservation Area Gatehouse Attendant
Job Type: Seasonal (May 1, 2023, to September 4, 2023)
Department: Conservation Areas
Immediate Supervisor: Conservation Area Superintendent
Competition Number: CA405

Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking to add to their team, a Conservation Area Gatehouse Attendant. The Gatehouse Attendant is responsible for providing quality customer service to campground visitors.

Duties and Responsibilities

- Provide quality customer service
- Take camping reservations, issue campsite permits, collect fees, prepare shift reports, and advise staff of check-in and check-out information
- Assist the general public by providing information on policies, regulations, facilities, and general information
- Open and close facilities as required
- Perform routine maintenance and sanitization tasks of the gatehouse
- Assist in controlling and regulating visitor access to the Conservation Area
- Carry out all assigned duties in accordance with accepted safety practices
- Perform other duties as assigned

Credentials and Experience

- Must possess a valid class G driver's licence
- Effective verbal and written communication skills; able to form and maintain positive relationships with the public and fellow staff
- Excellent customer service skills
- Ability to learn and use campsite reservation software, excel, and other basic computer programs
- Must be able to work outdoors in adverse weather conditions and be available to work evenings, weekends, and holidays
- Must have the ability to work alone
- Standard First Aid and CPR certification is an asset

Work Environment/Conditions

- Work duties sometimes take place outdoors in varying weather conditions
- Frequent multitasking and flexibility in meeting maintenance and customer service needs

Location:

- Position is based at the Warwick Conservation Area, 6101 Warwick Village Rd, Warwick, ON

Additional Requirements:

SCRCA has established a Vaccination Policy for staff in response to the COVID-19 pandemic. As a result, should you be the successful candidate for the position, you will receive a conditional offer of employment contingent on your providing us with proof of full vaccination. If you are seeking an exemption from vaccination due to the application of the Ontario Human Rights Code, you will be required to provide satisfactory evidence of the reason for such an exemption upon receipt of the conditional offer.

Wage and Benefits:

- Salary: \$16.50 per hour
- Hours: 37.5 hours per week

Start Date: May 1, 2023

Additional information about the SCRCA is available on the website at www.scrca.on.ca. Please submit your cover letter and resume by **April 14, 2023**, outlining how your experience meets the necessary qualifications to:

- 1) jobs@scrca.on.ca indicating the **Competition Number CA405** 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