



St. Clair Region Conservation Authority Job Posting

Position Title: Conservation Area Gatehouse Attendant & Maintenance (2 positions)

Job Type: Seasonal (April 29, 2024, to September 2, 2024)

Department: Conservation Areas

Immediate Supervisor: Conservation Area Superintendent

Competition Number: CA404

Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking to add to their team, two Conservation Area Gatehouse Attendant & Maintenance staff. The Gatehouse Attendant & Maintenance positions are responsible for providing quality customer service to campground visitors and performing routine facility and grounds maintenance.

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.
- Assist in controlling and regulating visitor access to the Conservation Area.
- Perform maintenance duties including washroom and grounds cleaning, cutting or trimming grass/vegetation, cleaning fire pits, garbage collection, nature trail maintenance, etc.
- May be required to assist in the organization, promotion, and delivery of social activities and events.
- 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 frequently take place outdoors in varying weather conditions
- Frequent multitasking and flexibility in meeting maintenance and customer service needs

Location:

- AW Campbell Conservation Area, 8477 Shiloh Line, Brooke-Alvinston, ON (1)
- LC Henderson Conservation Area, 3653 Petrolia Line, Petrolia, ON (1)

The Canada Summer Jobs Program funds 1 position (Warwick). Applicants for this position must:

- Be between 15 and 30 years of age at the start of 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.

Wage and Benefits:

- Salary: \$17.00 per hour
- Hours: 40 hours per week

Application Closing Date: March 28, 2024, or until filled

Start Date: April 29, 2024

Additional information about the SCRC 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 **Competition Number CA404** 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