

AUSABLE BAYFIELD CONSERVATION AUTHORITY

ROCK GLEN CONSERVATION AREA ASSISTANT

Purpose of the Job

To assist the Rock Glen Conservation Area Superintendent to serve the public at a recreation area while protecting the environment.

Contract Information

Location: Rock Glen Conservation Area, 8680 Rock Glen Road, Arkona

Start date: July 2, 2018 End date: August 29, 2018

15 hours per week

Tuesday 9:15 a.m. – 5:15 p.m. (7.5 hours working plus 0.5 hour lunch)

Wednesday 9:15 a.m. – 5:15 p.m. (7.5 hours working plus 0.5 hour lunch)

Compensation: \$16.47 per hour

Areas of Responsibility and Accountability

1. Assist with the efficient operation of a multi-use recreation area including maintenance of grounds, facilities, picnic areas, trails, and equipment.
2. Collect gate receipts, controlling entrance and directing internal traffic to the area.
3. Clean the buildings and ensure adequate supplies are available in the washrooms.
4. Assist with patrolling the area.
5. Assist with enforcing conservation area rules and regulations.
6. Answer general inquiries or re-direct inquiries for information in a professional and courteous manner.
7. Operate equipment and vehicles in a safe manner.
8. Report safety concerns to the Rock Glen Conservation Area Superintendent.

Job Qualifications

1. Customer service experience.
2. Ability to work independently.
3. Positive attitude and a high level of effort towards the duties and requirements of the job.
4. Positive attitude towards co-workers, supervisors, and conservation area visitors.
5. Mentally and physically capable of dealing with the demands of the job.
6. Able to follow directions, undertake assignments and produce desired outputs on schedule.
7. Able to work in adverse weather conditions.

Application Deadline

Thursday, June 21, 2018 at 9 a.m. local time

Submit résumés to Kate Monk, Manager of Stewardship, Land and Education at kmonk@abca.on.ca