



## Summer Student Job Posting Gate Attendant - Conservation Areas

Each summer, the Grand River Conservation Areas welcomes visitors to enjoy camping, swimming, boating, tubing, fishing and hiking.

We are looking for hard-working, energetic students that want to be part of our team connecting people to the environment through outdoor experiences. This is a great opportunity to meet new people, work outside in an inspiring setting and gain valuable work experience.

The student Gate Attendant position reports to the park superintendent and is responsible for the daily operation of selling day-use permits and registering campers. You will be the first contact for park visitors, this position requires exceptional customer service skills.

### Responsibilities:

1. Perform daily gate duties: issue day use and campsite permits, book reservations for group camping, pavilions and overnight campsites, receive and direct incoming telephone calls.
2. Responsible for handling cash using a cash register with electronic payment.
3. Prepare detailed accurate daily cash reports and bank deposits.
4. Be responsible for opening and closing facilities as required.
5. Operate the camping reservation and POS systems.
6. Control and regulate visitor access to the conservation area.
7. Provide accurate information regarding the area, facilities and regulations.
8. Respond to customer concerns and complaints courteously and effectively.
9. Perform grounds and building maintenance including washroom cleaning and emptying garbage's as required.
10. Communicate Conservation Area rules and regulations.
11. Provide excellent customer service and maintain public safety.
12. Frequent sanitization of work area and following GRCA's COVID safe working policies.

### Qualifications:

1. Must be currently enrolled as a full time student.
2. Previous experience in customer service and cash handling is preferred.
3. Excellent communication and interpersonal skills and the ability to work in a team environment.

4. Basic computer skills is required.
5. Ability to keep concise and accurate records.
6. Valid Ontario G or G2 Driver's licence is an asset.
7. Ability to work with limited supervision.
8. Ability to work weekend shifts, evenings and holidays.

**Work Period:** May to Labour Day 2022 (potential of shifts Late April to Mid October)

**Pay Rate:** \$15.00 per hour

**Shift:** Weekends, Day and Evening Shifts, Statutory Holidays  
Up to 40 hours per week

### **Conservation Areas Locations:**

Belwood; Brant Park; Byng Island; Conestogo Lake; Elora Gorge/Quarry; Guelph Lake; Laurel Creek; Pinehurst; Rockwood, Shade's Mills.

All successful applicants must possess their own Green Patch CSA approved safety boots, be able to work outdoors in all weather conditions and be available to work the duration of the season.

We offer comprehensive health and safety training.

### **To Apply:**

Please send your resume and cover letter (referencing location and Gate Attendant) by email to [careers@grandriver.ca](mailto:careers@grandriver.ca) (Please send your resume and cover letter as an MS Word document or PDF).

Please visit our website to view all student positions [Student Summer Jobs 2022](#)

**Deadline for Applications is February 1, 2022.**

**Interviews dates will be February 23 to March 4<sup>th</sup> 2022**

If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.

**Applications submitted after February 1 2022, will only be reviewed on an as needed basis.**

We thank you for your interest, however only candidates under consideration will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the Grand River Conservation Authority.