

Weekend and Statutory Holiday Visitor Services (posted February 17, 2012)

Start Date: May 19, 2012 (17 hours on weekends and 8.5 hours on all statutory holidays)

End Date: October 8, 2012

Salary: Minimum Wage (time and a half on stat holidays)

- 18 years and older - \$10.25 per hour

To apply please submit a resume and cover letter by mail, fax or e-mail to:

- mail: Lower Thames Valley Conservation Authority,
8449 Irish Drive, R.R. #1, Mount Brydges, Ontario N0L 1W0
- e-mail: info@ltvca.ca
- fax: 519-264-1562

- **Applicants will be contacted ONLY if an interview is required.**

POSITION DESCRIPTION

- **POSITION TITLE:** Longwoods Road Conservation Area - Visitor Services Weekends

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SECTION: Community Relations

POSITIONS SUPERVISED DIRECTLY: none

IMMEDIATE SUPERVISOR: Community Relations Coordinator

LOCATION: Longwoods Road Conservation Area (Township of Strathroy-Caradoc, 6.5 km west of Delaware, 10 km east of Melbourne on Middlesex County Road 2 – Longwoods Road)

PURPOSE OF POSITION:

To receive visitors at the Gatehouse and Resource Centre on weekends between Victoria Day and Thanksgiving Day.

AREAS OF ACCOUNTABILITY:

1. Gatehouse: Greet visitors at the Longwoods Gatehouse, charge admission, and provide appropriate visitor information and direction.

2. Resource Centre: Greet visitors at the Resource Centre and the Ska-Nah-Doht Iroquoian Village and Museum and provide appropriate information and direction, and maintain a tidy and clean public facility.

PRINCIPAL RESPONSIBILITIES:

- provide visitors with appropriate brochures, direction or information about admissions, nature trails, conservation area facilities, rules and regulations, hours of operation, accessibility features
- become familiar with conservation area points of interest including nature trails, Ska-Nah-Doht Iroquoian Village and Museum, group camp grounds, cabins

- open and close Resource Centre and Ska-Nah-Doht Village
- complete a reading list
- introduce and show Longwoods DVD's and videos to the public upon request
- balance gatehouse finances
- maintain good customer service, keep a neat and clean appearance while wearing issued LTVCA uniform (shirt, hat and name tag)
- communicate necessary information to co-workers regarding visitor requests and activities
- communicate necessary information to enforcement officers as necessary
- be well aware of emergency procedures
- keep work and public spaces clean of garbage
- clean washrooms
- feed birds at outdoor feeding station
- answer the telephone
- other duties as assigned by supervisors
- stock outdoor brochure booths as needed
- maintain Resource Centre exhibit spaces in a clean and tidy manner
- sell souvenirs and soft drinks to the public
- collect fees from group campers and pavilion rental parties
- **Safety and Well-being of Others**
- wear proper safety equipment when required as per Conservation Authority policies and the Occupational Health and Safety Act/Regulations
- report all occurrences, concerns, hazards, maintenance jobs to supervisors
- provide a safe environment by identifying potential hazard/risk management issues

- **QUALIFICATIONS:**
- must be able to work all weekends and statutory holidays May 19 - October 8, 2012
- versatile person with an interest in the outdoors, nature, history
- *courtesy, effective listening and comprehension skills, and the ability to work co-operatively with others*
- ability and desire to assist other staff when required to do so in other work areas of the conservation area
- must possess a valid CPR and First Aid certificate or be willing to become certified
- as there is no public transportation to the Longwoods Road Conservation Area, must have own mode of transportation to and from Longwoods
- honest, enthusiastic and punctual