



Lower Thames Valley Conservation Authority Job Posting

The Lower Thames Conservation Authority is seeking Gatehouse Attendants for the 2017 camping season at C.M. Wilson Conservation Authority.

POSITION TITLE:	Gatehouse Attendant
CLASSIFICATION:	Seasonal, Part Time, May to October 2017
POSITIONS SUPERVISED:	None
IMMEDIATE SUPERVISOR:	District Supervisor
LOCATION:	C.M. Wilson Conservation Area, 21799 Fargo Rd, Blenheim, ON
ANTICIPATED START DATE:	week of May 14-20, 2017

PURPOSE OF POSITION:

To operate gatehouse at C.M. Wilson Conservation Area

SPECIFIC RESPONSIBILITIES:

- Collect revenues from sale of permits, goods and rentals
- Responsible for thoroughly and accurately checking traffic of incoming vehicles
- Maintain gate logs with accurate record keeping
- Perform opening and closing duties.
- Greet incoming visitors and provide information and direction to facilities
- Process telephone campsite and pavilion bookings
- Familiarize visitors with rules and regulations pertaining to their activity
- Maintain inventory and control of designated stock
- Operate cash register and be responsible for daily cash balance and sales records
- Liaise with security on related matters
- Operate Authority radio system according to procedures
- Keep inside and outside of gatehouse clean and organized
- Keep all records of campers and day use permits up to date
- Maintain all security files
- Perform other duties as assigned

QUALIFICATIONS:

- Ability to operate a cash register, bondable, perform cash/debit and calculate transactions
- Ability to work irregular hours
- Secondary school education at minimum; some college or university preferred
- Excellent communication skills, maintaining good public and personnel relations
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Current First Aid Certificate- Standard and CPR an asset
- Able to work well under pressure



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- Flexible, able to deal with change
- Strong attention to detail
- Very organized, with excellent multi-tasking and problem solving skills
- Excellent customer service/communication skills
- Strong work ethic and positive team attitude

Please send a resume and cover letter by **May 11, 2017** noting this position to:

Lower Thames Valley Conservation Authority
100 Thames Street
Chatham, ON N7L 2Y8 or
Fax: 519-352-3435 or
Email: admin@ltvca.ca

We thank all applicants for their interest. However, only those selected for an interview will be contacted.