



Lower Thames Valley Conservation Authority Job Posting

Weekend Visitor Services Staff Longwoods Road Conservation Area

Fill in caption, company and/or position information here.

POSITION TITLE: Weekend Visitor Services Staff Longwoods May 19 – Oct. 8, 2018

CLASSIFICATION: Part-time Contract

POSITIONS SUPERVISED: None

IMMEDIATE SUPERVISOR: Community Relations Coordinator

LOCATION: Longwoods Road Conservation Area, 8348 Longwoods Road,
Mount Brydges, Ontario

PURPOSE OF POSITION:

The overall responsibility is to provide weekend visitor services to the public visiting Longwoods Road Conservation Area from the long weekend in May through to Thanksgiving Day, including the statutory holidays of Victoria Day, Canada Day, Civic Holiday, Labour Day and Thanksgiving Day.

SPECIFIC RESPONSIBILITIES:

- Accountable for greeting weekend visitors to Longwoods Road Conservation Area and providing them with the information required for a safe and enjoyable visit to the conservation area and Ska-Nah-Doht Village and Museum.
- Accountable for visitor admissions to and sales at the Longwoods Road Conservation Area as per the Lower Thames Valley Conservation Authority's fee schedule. (admissions and gift shop cash/debit over the weekend)
- Responsible for completing reading list.
- Responsible for tasks provided by senior staff e.g. assist with displays, publications etc.
- Weekend operation of Resource Centre and Ska-Nah-Doht Village and Museum.
- Provide feedback to supervisor and co-workers regarding Resource Centre/Museum operations and issues on a regular and timely basis.
- Ensure that all approved Conservation Authority policies, procedures and practices are followed in regards to all health and safety/risk management regulations, policies and practices, including janitorial and cleaning procedures.
- Expected to read park safety manual and be aware of and able to implement safety procedures as outlined.
- Conduct yourself in a safe, professional manner at all times.
- Fulfill responsibilities of your job as outlined in detailed job description.
- Participate in a job performance appraisal within a 6 week period of starting job.



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QUALIFICATIONS:

- Ability to identify needs or requests and to provide information. A moderate level of professionalism, responsibility and common sense are expected.
- Ability to work independently with a limited level of supervision.
- Ability to work according to LTVCA's health and safety procedures.
- Ability to offer alternative suggestions to visitors if need arises.
- Ability to make wise decisions to call emergency services such as police, fire or ambulance if a situations requires.
- Good verbal and written communications skills.
- Minimum secondary school with an interest in history, geography, environment.
- Ability to operate basic cash register, debit machine and comprehend basic mathematics.
- Ability to work in an indoor and outdoor environment.
- Ability to work all weekends and holidays.
- Demonstrate initiative and interest in the job.
- Friendly and helpful disposition.
- Job duties regularly require periods of concentration (5-10 minutes).
- Job duties require minor physical strain associated with walking on uneven ground and nature trails, stairs and boardwalks, lifting of museum displays, light cleaning duties.
- Work is performed in an indoor and outdoor environment, with occasional exposure to a moderate level of unpleasant factors including inclement weather such as heat, humidity, rain, thunderstorms.

Hours are 8:30 a.m. to 5:00 p.m. on Saturdays and Sundays and Statutory Holidays with a half hour paid lunch time. Minimum wage \$14.00 for 18 years and older. On Statutory Holidays, pay is time and a half.

Please send a resume and cover letter by 4:30 p.m. April 27, 2018 **noting this position** to:

Lower Thames Valley Conservation Authority
Longwoods Road Conservation Area
8348 Longwoods Road, R.R. #1, Mount Brydges **or**
Fax: 519-264-1562 **or**
Email: info@ltvca.ca

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