

# Weekend Visitor Services Staff- Longwoods Road Conservation Area

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

**DEPARTMENT:** Corporate Services

**REPORTING TO:** Administrative Assistant and Curator / Team Lead Communications and Education

**DATE POSTED:** April 16, 2024

**CLOSING DATE:** April 29, 2024

**ANTICIPATED START DATE:** May 15, 2024

## **PURPOSE OF POSITION:**

Provide weekend visitor services to the public visiting Longwoods Road Conservation Area and Ska-Nah-Doht Village and Museum from the long weekend in May through Thanksgiving Day, including statutory holidays

## **QUALIFICATIONS:**

- A friendly and helpful disposition
- Experience working with the public
- Excellent communication skills and interpersonal skills
- Ability to provide information and respond to questions in a professional manner
- An interest in the environment, history, or geography
- Ability to work on your own as well as within a team environment
- Demonstrate initiative and time management skills
- Strong problem-solving and strategic thinking abilities
- Numeracy skills and the ability to operate a cash register and point of sale machine
- Secondary School Diploma or equivalent
- Ability to work in both indoor and outdoor environments with some exposure to allergens, pests, and inclement weather
- Current First Aid and CPR Certification considered an asset
- Must be able to provide a Police Records Check
- The Lower Thames Valley Conservation Authority requires staff to show proof of vaccination

This is a seasonal contract running for approximately 22 weeks from the long weekend in May through Thanksgiving in October with the requirement to work all weekends and statutory holidays (Victoria Day, Canada Day, Civic Holiday, Labour Day, and Thanksgiving Day).



## Lower Thames Valley Conservation Authority Employment Posting

### **SPECIFIC RESPONSIBILITIES:**

- Provide visitor services to the public visiting Longwoods Road Conservation Area and Ska-Nah-Doht Village and Museum
- Respond to visitor inquiries both in-person and by telephone
- Promote and sell LTVCA Parking Passes and process gift shop sales
- Maintain accurate cash and statistical accounting
- Daily opening and closing of the Resource Centre / Ska-Nah-Doht Museum
- Maintain visitor amenities in a clean and organized manner, including light general maintenance
- Provide administrative and operational support as requested by senior staff
- Provide feedback to supervisor and co-workers regarding Resource Centre / Ska-Nah-Doht Museum operations and issues on a regular and timely basis
- Reliable transportation to Longwoods Road Conservation Area required

### **COMPENSATION & HOURS:**

**Wage:** \$16.55/hour

**Weekly Hours:** 9:00 a.m. to 4:30 p.m., 14-21 hours per week

**Vacation Time:** The employee shall be eligible for all statutory holidays and 4% vacation pay in lieu of paid vacation

Please send a resume and cover letter by April 29, 2024 noting this position to:

Lower Thames Valley Conservation Authority  
Alison Klages  
Curator / Team Lead Communications and Education  
alison.klages@ltvca.ca

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

LTVCA is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. LTVCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.