



Falls Reserve  
CONSERVATION AREA



## Gate Attendant

Seasonal Position (May 2024 to September 2024)

### Position Summary:

The Maitland Valley Conservation Authority invites applications for seasonal positions at Falls Reserve Conservation Area. Students and youth are welcome to apply. Reporting to the Conservation Area Superintendent, these positions are responsible for handling operation of the gate while providing quality customer service as well as routine facility and ground maintenance. These positions are approximately sixteen (16) weeks in length.

Four (4) of the positions may be funded by Canada Summer Jobs (CSJ). Therefore, applicants applying under the CSJ program are required to be:

- a Canadian citizen or a permanent resident, or have refugee status in Canada, and be legally entitled to work in Canada;
- between the ages of 15 and 30 years of age at the start of employment.

### Qualifications/Skills:

- Excellent communication and interpersonal skills
- Excellent organizational and time management skills
- Ability to perform in a team environment
- Basic computer skills (training will be provided)
- Experience with point-of-sale and cash handling is an asset
- Current Standard First Aid and CPR certification is an asset
- A valid Ontario Driver's License (minimum G2) is an asset
- Ability to perform manual labour outdoors as needed
- Ability to perform washroom cleaning needs as needed

### Duties and Responsibilities:

- Receive visitors at gatehouse and process financial transactions by issuing day-use and campsite permits, collect permit fees, perform booking for campsites and day-use rentals
- Perform secure handling of cash and the use of point-of-sale electronic payment
- Maintain daily receipts and process shift deposits
- Operate campground "Camis" reservation software
- Provide customer service in person, online and by phone, including the courteous handling of complaints and provide information on park operation, facilities, and services
- Clearly communicate Conservation Area rules and regulations to visitors
- Keep the Park Superintendent up to date on reservations, issues and complaints
- Perform opening and closing of gatehouse as required
- Assist with day-to-day janitorial maintenance duties such as cleaning and disinfecting public washrooms and showers, collecting garbage, and other maintenance duties assigned
- Must be available to work both weekends and holidays
- Abide by all Maitland Conservation policies and procedures, including those related to health and safety and use and wear all required personal protective equipment (PPE)
- Perform other duties as assigned

**Requirements:**

- Must be available to work flexible hours including daytime, evenings, weekends, and holidays
- Must be willing to commit to the full duration of the work assignment
- Must be a minimum of 14 years of age.
- Must provide police issued "Criminal Record and Judicial Matters Check" if 18 years of age +.

**Work Environment and Conditions:**

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. Some heavy lifting is required. Maitland Conservation will provide uniform shirts and pants.

**Training:**

Maitland Conservation offers comprehensive health and safety training including on the job training for the operation of grounds maintenance equipment, WHIMIS, First Aid, Health and Safety Training.

**Location:**

Falls Reserve Conservation Area - located at 80900 Falls Reserve Line, Benmiller, Ontario; a 230-acre property situated in the lower Maitland River valley consisting of 170 campsites with both seasonal and transient overnight camping and day use amenities.

**Work Period:**

- Early May to Labour Day 2024 (work schedule provided)
- 37.5 hours per week which may include evenings, weekends and holidays
- Possible work extension till Thanksgiving weekend 2024

**Wage Rate:**

\$16.55 per hour. (OMERS pension plan eligibility)

**Application Deadline:**

Monday, May 6, 2024, or until all positions are filled

**To apply:**

Please send a cover letter and resume in a single PDF or MS Word document addressed to: Jason Moir, Maitland Valley Conservation Authority, email [jmoir@frca.on.ca](mailto:jmoir@frca.on.ca) (Subject line: Gate Attendant).

We thank all applicants for their interest, however only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Maitland Valley Conservation Authority is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, Maitland Conservation 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 in advance and we will work with you to meet your needs.