

Saugeen Valley Conservation Authority

2025 Summer Employment Positions: Saugeen Bluffs Conservation Area Gate Attendant and Park Maintenance Worker (four positions) Durham Conservation Area Gate Attendant and Park Maintenance Worker (3 positions)

Saugeen Valley Conservation Authority (SVCA) invites applications for four seasonal positions of Gate Attendant and Park Maintenance at Saugeen Bluffs Conservation Area and three seasonal positions of Gate Attendant and Park Maintenance at Durham Conservation Area.

Why work for us?

SVCA's Administrative Office is situated in the heart of the Saugeen Valley watershed. With our small, but passionate team, you will know your co-workers by name and will have direct access to the considerable knowledge of these individuals.

Summary of Functions

Gate attendant and park maintenance positions report to Park Superintendent and assist with the daily operation and maintenance of the Conservation Area.

Qualifications

- Excellent communication and interpersonal skills
- Ability to perform in a team environment
- Basic computer skills (training will be provided)
- Must have valid Ontario Driver's License (minimum G2)
- Ability to perform manual labour outdoors
- Some experience with grounds maintenance and operation of power equipment such as lawn mower, is beneficial

Duties and Responsibilities

- Receive visitors at gatehouse and process financial transactions
- Maintain daily receipts and process nightly deposits
- Operate campground reservation system
- Customer service in person, online and by phone, including the courteous handling of complaints
- Clearly communicate Conservation Area rules and regulations to visitors
- Assist with day-to-day operational duties such as cleaning washrooms, grass cutting, trail maintenance, including operation of weed-eater, gator, riding mower etc.
- Assist with park activities and events as required
- Keep Park Superintendent and Assistant Superintendents up to date on reservations, issues and complaints

- Abide by all SVCA policies and procedures, including those related to health and safety and use all required PPE
- Maintain communication with administration office regarding forms, brochures and other support as needed
- Must be available to work both weekends and holidays
- Must be professional, friendly and courteous

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. Saugeen Conservation will provide uniform shirts.

Training

SVCA 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

- Saugeen Bluffs Conservation Area
- Durham Conservation Area

Work Period

- May to Labour Day 2025
- 40 hours per week, with availability on weekends and holidays

Wage

- \$17.50 per hour

Please submit your cover letter and resumé outlining how your experience meets the necessary qualifications by email to:

Human Resources, Saugeen Valley Conservation Authority
careers@svca.on.ca

Email is the preferred submission method. Submit your cover letter and resume as one .pdf document. Document file name and email subject line should be your name followed by _GATEPAR2025 (e.g., John.Smith_GATEPAR2025.pdf).

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

SVCA is an Equal Opportunity Employer. In accordance with *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), SVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations or more information about accommodation, please visit:

www.saugeenconservation.ca/access

All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).