

CREW MEMBER

The **Crew Member** position at both Dalewood and Lake Whittaker Conservation Areas is responsible for assisting with the daily operation and maintenance of the Conservation Area and campground. Reporting to the Conservation Area Coordinator of the assigned campground this position is responsible to provide excellent customer service and administration of full conservation area program and operations including cash handling, general maintenance of grounds and facilities and monitoring adherence to Kettle Creek Conservation Authority's Zero Tolerance Policy, Park Rules and Regulations.

KCCA is hiring full time, part time and casual positions. You may be scheduled to work at either Lake Whittaker Conservation Area or Dalewood Conservation Area. Regular evening shifts as well as scheduled work on weekends and holidays will be a recurring and expected aspect of the position.

Responsibilities:

1. Responsible for handling cash, using a cash register with electronic payment and preparing detailed, accurate daily cash receipts;
2. Monitor and control access to the conservation area and adherence to Kettle Creek Conservation Authority's Zero Tolerance Policy, Park Rules and Regulations including but not limited to issuing camp permits, foot and vehicle patrols, identification and documentation of non-compliance issues;
3. Carry out general development, park maintenance and operations procedures in the Conservation Area, which could include but not limited to, grounds maintenance (grass cutting, garbage removal, painting, washroom cleaning including unplugging toilets);
4. Work effectively alone and during non-daylight hours;
5. Report any issues of non-compliance or safety hazards to management;
6. Assist with the implementation of Conservation Area events and programming;
7. Maintain a good working relationship with staff, visitors, and community groups.
8. Be familiar with Kettle Creek Conservation Authority's Rules, Regulation and Standards, Zero Tolerance Policy and the Area Emergency Plan.

Qualifications:

- Must possess a valid Class "G2" or "G" driver's license in good standing. Successful candidates must provide a MTO Driver's Abstract.
- Must be available to work weekends, statutory holiday, nights and in adverse weather conditions (majority of work is outdoors).
- Ability to deal tactfully and fairly with the general public including conflict resolution skills
- Customer service and cash register experience is an asset
- Ability to operate small hand tools, grass cutting experience is an asset.
- Demonstrated ability to work as part of a team.