



JOB DESCRIPTION

Job Title: Campground and Marina Assistant (Student)	Last Revision Date: Dec 2022
Reports to: Campground and Marina Supervisor	Approved by: Council
Wage Level: \$15.50/hr	Effective Date: May/June 2023 – October 2023

Job Summary: The Campground and Marina Assistant is responsible for assisting with the general operations and maintenance of the municipal owned Iroquois Campground and Galop Canal Marina facilities. This includes cleaning, bookings, customer service, repairs, and various operations aspects of municipal properties.

Duties & Responsibilities:

- Daily cleaning of washroom facilities, recreational area, laundry room, office, and kitchen
- Cash Receipting
- Campsite site and Marina slip bookings
- Garbage and recycling collection
- Assistance in general maintenance including maintaining gardens, walkways, and buildings
- Daily site maintenance and clean-up
- Special events assistance and cleanup including moving picnic tables, barricades, and garbage containers for the facilities
- Painting equipment including picnic tables, benches, buildings, and safety features etc.
- Building maintenance including cleaning, painting, and exterior cleanup
- Develop and organize recreational programming such as crafts, card tournaments, and other activities for the Campsite
- Assist boaters with fuel sales and pump outs at the Marina
- Ability to interact effectively and courteously with all levels of staff and public service in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers
- Perform all other duties as assigned
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*



Skills & Knowledge:

- Must demonstrate the ability to work without supervision
- Must be observant and attentive to detail
- Must be courteous and tactful in dealing with staff and the public
- Must have excellent public relations and communication skills
- Must have good interpersonal skills
- Must have the ability to work independently and in a team environment
- Must be able to perform job related duties which include lifting, carrying, pushing, and pulling heavy objects up to 20 kgs
- Experience operating all types of hand and power tools and motorized equipment, such as lawnmowers, power trimmers, rototiller, etc. is an asset

Education & Experience:

- Relevant work experience in cash handling would be an asset
- First Aid and CPR Certification would be an asset
- A valid "Pleasure Craft Operator Card" (PCOC) would be an asset
- A valid Class "G2" driver's license would be considered an asset
- Must be currently enrolled in full-time studies; and returning to full-time studies in the following school term

Work Environment:

This position will be four to five shifts per week Monday to Sunday 8:00 am – 8:00 pm. Must be physically fit to perform the essential duties of the job.

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.