

POSITION TITLE: Reservation Clerk

IMMEDIATE SUPERVISOR: Program Support Assistant

PURPOSE OF POSITION:

To assist the Program Support Assistant with the revenue producing aspects of the Springwater Conservation Area.

DUTIES AND RESPONSIBILITIES:

- Operating the campground main gatehouse/store in accordance with the Springwater C.A. Gate Attendant Manual (camping reservations/permits, facility rentals, store sales/inventory, customer service).
- Operating the day-use gatehouse in accordance with the Springwater C.A. Gate Attendant Manual (selling day use/season passes, customer service)
- Operating the day-use concession booth in accordance with the Springwater C.A. Gate Attendant Manual (selling day use/season passes, sales/inventory, customer service, ensuring general cleanliness of beach/concession booth area)
- Handling all incoming cash transactions associated with the Springwater Conservation Area campground and/or day-use areas and reconciling sales on a daily basis.
- Assisting with company picnics and special events.
- Compiling statistics on park usage.
- Assisting with the Visitor Services Program as required.
- Other duties as may be assigned.

QUALIFICATIONS:

- Computer literate, including experience with CAMPing Pro a definite asset
- Previous experience in a retail setting an asset
- Previous experience and/or training in ecotourism
- Strong verbal and written communication skills
- Ability to deal with the public in an effective and courteous manner
- Ability to work flexible hours - will be required to work weekends
- Valid M.T.O. driver's licence