



## CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

e-mail: [communications@catfishcreek.ca](mailto:communications@catfishcreek.ca) • [www.catfishcreek.ca](http://www.catfishcreek.ca)

The Catfish Creek Conservation Authority offers seasonal job opportunities at the Springwater Conservation Area. Candidates must be available for all shifts including weekends and statutory holidays. All applicants MUST complete and submit a Seasonal Employment Application Form and cover letter with resume to be considered for available positions.

To download the application form, job descriptions and further details, please visit:

[www.catfishcreek.ca](http://www.catfishcreek.ca) .

### **INTRODUCTION...**

The **Catfish Creek Conservation Authority (CCCA)** is one of the 36 Conservation Authorities in Ontario and was founded in 1950. Conservation Authorities were created in 1946 by an Act of the Provincial Legislature and are mandated to ensure the conservation, restoration, and responsible management of Ontario's water, land, and natural habitats through programs that balance human and environmental needs.

#### Objectives of Conservation Authorities:

- To ensure that Ontario's rivers, lakes, and streams are properly safeguarded, managed, and restored
- To protect, manage, and restore Ontario's woodlands, wetlands, and natural habitat
- To develop and maintain programs that will protect life and property from natural hazards such as flooding and erosion
- To provide opportunities for the public to learn from, to enjoy, and respect Ontario's natural environment

#### The CCCA Mission Statement:

"To communicate and deliver resource management services and programs in order to achieve social and ecological harmony for the watershed".

The **Springwater Conservation Area** is a project that began in 1971 by the Catfish Creek Conservation Authority. It consists of 32 hectares of natural area which is open for public use, and has a six hectare spring-fed reservoir. The Springwater Conservation Area offers a full service campground, day use facilities, hiking trails, year-round special events, and facility rentals. The reservoir offers swimming, canoeing, and fishing, and is bordered by 150 metres of sandy beach. Picnic areas offer ample space for outdoor sports and recreation.

**Springwater Forest** is located across the road from the main campground. The Catfish Creek Conservation Authority has preserved and protected this 142 hectare ageless forest from unauthorized clearing. It provides an ideal environment for outdoor education, wildlife observation, nature studies, 8km of hiking trails, and general relaxation.



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## STUDENT APPLICATION FOR SUMMER EMPLOYMENT

### PREFERRED POSITION(S)

SPW – Gate Attendant		SPW – Park Technician

### PERSONAL INFORMATION

First Name			
Last Name			
Home Phone Number			
Email Address			
Mailing Address			
City/Town			
Province			
Postal Code			
Social Insurance Number			
Dates Available for Employment	From:	To:	
Are you willing and able to work flexible hours (including weekends)		Yes	No
Valid M.T.O. Drivers License		Yes	No
<b>Are you willing to obtain a Criminal/Vulnerable Persons Record Check (mandatory at Employee's Cost)</b>		<b>Yes</b>	<b>No</b>

### EDUCATION

Type of School (i.e. Secondary, College, etc.)			
Field of Study or Area of Specialization			
Type of Diploma/Certificate/Degree Obtained			
Returning to School in Fall?		Yes	No

### EMPLOYMENT HISTORY (Most Recent First)

Employer #1			
Location			
Type of Work			
Dates Employed	From:	To:	
Reason For Leaving			
Employer #2			
Location			
Type of Work			
Dates Employed	From:	To:	
Reason For Leaving			
Employer #3			
Location			
Type of Work			
Dates Employed	From:	To:	
Reason For Leaving			

Thank you for your interest in employment with the Catfish Creek Conservation Authority.

\* Only those selected for an interview will be contacted.

**Please submit application to:**

Catfish Creek Conservation Authority

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POSITION TITLE: Gate Attendant

IMMEDIATE SUPERVISOR: Program Support Assistant

PURPOSE OF POSITION:

To assist 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 Reservation Software 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



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POSITION TITLE: Park Technician

IMMEDIATE SUPERVISOR: Conservation Areas Supervisor

PURPOSE OF POSITION:

To assist in implementing all tasks related to the maintenance, operational and security procedures at the Springwater Conservation Area.

DUTIES AND RESPONSIBILITIES:

- Enforcing the Springwater Conservation Area Rules and Regulations
- Maintaining the grounds in the Springwater day-use and campground areas, e.g. cutting grass, spraying, trimming trees, etc.
- Repairing and maintaining the park water, sewage and electrical systems
- Maintaining a high standard of sanitation when dealing with the park washrooms, garbage, sewage removal, etc.
- To assist in the construction and installation of capital development projects on Authority-owned lands
- Other duties as assigned

QUALIFICATIONS:

- Academic training in park management or related field an asset
- Demonstrated interest in park management, environmental studies, natural resources management or a related field
- Must have good verbal communication skills to deal with the public
- Knowledge and practical experience on operating and maintaining various equipment
- Must be physically fit and like outdoor work
- Valid M.T.O. driver's licence