



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 • 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 .

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
Are you willing to obtain a Criminal/Vulnerable Persons Record Check (mandatory at Employee's Cost)		Yes	No

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:

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POSITION TITLE: Gate Attendant (Seasonal)

IMMEDIATE SUPERVISOR: Communications/Program Support Assistant

PURPOSE OF POSITION:

The Gate Attendant is responsible for providing excellent customer service, managing campground and day-use access, maintaining cleanliness and safety standards, and supporting administrative tasks within the Springwater Conservation Area. This is a seasonal position involving work during peak visitor periods. The role involves working at the Visitor Centre, concession areas, and assisting with various park activities to ensure positive visitor experience and smooth park operations. The attendant will also be knowledgeable about the conservation areas managed by the Catfish Creek Conservation Authority and will provide information to visitors as needed.

DUTIES AND RESPONSIBILITIES:

- Operating the campground Visitor Centre, day-use gate, and concession booth in accordance with the Springwater C.A. Gate Attendant Manual.
- Sell passes, permits, and facility rentals, including processing reservations and managing inventory.
- Handle all cash transactions accurately and reconcile daily sales.
- Provide friendly and effective customer service to park visitors, addressing inquiries and assisting with park information.
- Respond to customer inquiries via email, providing accurate and helpful information.
- Answer and manage multiple lines on the multiline phone system.
- Maintain cleanliness and organization of the Visitor Centre, concession area and day-use gate.
- Assist with campground maintenance, including trash removal, general cleanup and grounds keeping.
- Support the Communications/Program Support Assistant with administrative duties such as data entry, filing, and reports.
- Assist with park events, special activities and day camps as needed.
- Share knowledge about the park rules, safety procedures, and conservation efforts.
- Ensure safety and health protocols are followed by visitors and staff.
- Perform other duties as assigned to support park operation and visitor experience.

QUALIFICATIONS:

- Previous experience in customer service, retail, administrative support is preferred.
- Experience with reservation and point-of-sale software is an asset.
- Knowledge of basic first aid is an asset.
- Strong verbal and written communication skills.
- Ability to work independently and manage multiple responsibilities.
- Physically capable of outdoor tasks, including grounds keeping and cleaning

- Valid MTO G2 Driver's License
- All successful applicants must possess their own Green Patch CSA approved safety boots



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POSITION TITLE: Park Technician (Seasonal)

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 including daily permit audits and site checks
- Daily maintenance of grounds, facilities, beaches, picnic areas, and trails. Routine grass cutting and trimming using power equipment such as weed whippers and lawn mowers, and routine maintenance of grass cutting/trimming equipment, spraying.
- Maintaining a high standard of sanitation when dealing with the park washrooms (mopping, tidying, wiping, and washing surfaces in all facilities as well as restocking disposables), sewage removal, empty garbage containers and collecting litter as needed etc.
- Answer questions and provide helpful information to visitors as required.
- Report any hazards or damage to Supervisor, utilizing incident reports or other reporting mechanisms.
- Assist in the construction and installation of capital development projects on Authority- owned lands.
- Assist with repairing and maintaining the park water, sewage and electrical systems.
- Assist with park activities and events as required.
- Assist with daily gate duties, issuing day use and campsite permits, registering guests, using the reservation system, firewood sales and other necessities as required.
- Assist other staff when required to do so in various conservation area properties and other worksites.
- Performs other job-related duties and responsibilities consistent with the position as required.

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 operating and maintaining various equipment
- Must be physically fit and like outdoor work.
- Ability to work flexible hours - will be required to work evenings, weekends, holidays and be on call.
- Successful applicants must possess their own Green Patch CSA approved safety boots.
- Valid M.T.O. driver's license.