



Town of South Bruce Peninsula
Bluewater Campground Attendant

Position Description

Reports to:	Facilities Coordinator	Status: Seasonal
Last Revised:	February 1, 2020	Hours: up to 40 per week

Summary of Duties

Reporting to the Facilities Coordinator, the Campground Attendant receives and processes seasonal and overnight campground bookings at Bluewater Park Campground; input bookings into the computer; collect and deposit payments with documentation for campsites, firewood, dumping station and other miscellaneous items; daily site checks; answers phone/walk-in inquiries; general maintenance and cleaning of Train Station and immediate outdoors; operate awnings for pavilion; provides history/background of Wiarion Train Station; catalogues inventory of artifacts; changes exhibits.

Qualifications

- Must have general knowledge of the Bluewater Park Campground, Wiarion Train Station and area
- Ability to work evenings, weekends, and weekdays.
- Ability to work safely and in accordance with the Occupational Health & Safety Act.
- Excellent customer service skills.
- Able to complete outdoor duties and lift up to 40 lbs.
- Previous experience in customer service and/or outdoor work considered an asset.
- Ability to understand and execute detailed written and oral instructions.

Responsibilities:

- Coordinate marketing and advertising for the Campground.
- Participating in pre-planning meetings and assist with logistics for the Campground.
- Provide on-site support to staff, volunteers, and visitors.
- Collect survey results from visitors.
- Answer visitor enquiries and prepare information packages.
- Change exhibits of historical Train Station.
- Input all campground reservations in booking software.

- Liaise with local businesses for sharing information about tourism and events.
- Assist in the opening and closing of the Train Station and Campsite including opening/locking the Train Station, doing campground walkthrough checklist, ensuring all equipment is stored safely and securely.
- Responsible for front desk cash handling and recording all monetary transactions and preparing deposits and depositing at Town Hall daily
- Performs other duties as assigned.

Working Conditions

- Deals with a high volume of varied tasks; constant changes of priority.
- Constant attention to customer service demeanor required
- High level of initiative required.
- Weekdays, weekends, evening and shift work required
- Works outdoors being exposed to extreme environmental conditions
- Ability to perform strenuous physical tasks when necessary.