

Campground Assistant – Seasonal Full-Time

Kilby Campground, Harrison Mills, BC

The Kilby Campground is currently seeking an outdoor-loving, energetic campground assistant for full time, seasonal work. Must have highly developed communication skills and enjoy working with people. The position begins immediately and runs until October 2023.

Under the direction of the Campground Supervisor, the campground assistant, based out of the Gatehouse Office, is responsible for providing a welcoming safe, clean and well-organized park environment for all guests.

Duties include:

- Checking campers in and out and collecting boat launch fees
- Responsible for handling inquiries from campers, including emails. Knowledge of policies, rules and reservation system.
- Daily cleaning and maintaining campground sites, including picnic tables and fire pits
- Daily maintenance of washroom facilities
- Maintain campground property including raking gravel, garbage disposal and litter pickup.
- Collection and reporting - follow proper cash handling and record keeping procedures
- Enforcing parking compliance in Day Use parking lot and Campsites
- Ensure park compliance and security by ensuring guests are abiding by the campground and park usage guidelines
- Provide information to park visitors and ensure they have the best experience possible
- Maintain a safe and positive work environment and respond to emergencies or customer service issues.

Required Skills and Abilities:

- Strong public relations and guest service skills. Must be able to be assertive while maintaining a friendly manner
- Ability to safely and effectively operate and maintain a wide range of hand tools, power tools, vehicles and equipment
- Working knowledge of MS Word, Outlook and Excel

Preferred Skills:

- Cash handling experience
- Previous experience working in an outdoor environment through all weather conditions
- Completed or Enrolled in an undergraduate degree or technical diploma in natural resource management, outdoor recreation or a related field an asset, but not essential
- Occupational First Aid Level 1 an asset

Conditions:

- Wear and maintain supplied uniform while on shift
- Able to work weekends and holidays
- Must be able to lift up to 50lbs
- Must be able to walk up to 5km per day and stand up to 8 hours per day
- Criminal Record Check required
- Reliable means of transportation to and from work.

This position pays up to \$18 - 40 hours a week

Fax or email resume by April 3, 2023 to:

Kilby Historic Site Fax: (604) 796-9592 or Email: humanresources@kilby.ca