



Competition No.: 2019-04 Hours of work: Up to 40 hours  
Close Date: Until filled Remuneration: \$16.00 - \$20.00  
Department: Culture, Recreation and Green Transportation  
Duration: Casual tentative dates from March to October 2019 (part time up to 16 hours per week for March and April, full time May – October)

### Campground Supervisor

**Description:**

Under the supervision and direction of the Manager of Parks and Recreation Facilities, the Campground Supervisor is primarily responsible for operating and managing the campground and boat launch owned and operated by the City of Selkirk.

Core Competencies applicable to all positions within the City of Selkirk
<ul style="list-style-type: none"><li>• Citizen and Public Focus</li><li>• Communication</li><li>• Teamwork and Ambassadorship</li><li>• Integrity and Trust</li><li>• Ethics and Values</li><li>• Strategic Results Orientated</li><li>• Decision Making and Judgment</li></ul>

**Job Duties**

1. To provide excellent customer service to users of Selkirk Park.
2. Train, supervise and evaluate the campground personnel and seasonal caretakers to ensure all rules, regulations and policies of the City of Selkirk governing the conduct of persons using the Selkirk Park picnic shelters, campground and boat launch are understood and followed.
3. Lead and coach a team of campground personnel and seasonal caretakers.
4. Direct, oversee and monitor work tasks of campground personnel and seasonal caretakers to ensure the efficient and effective operation of the campground and boat launch services.
5. Assist in scheduling campground personnel and seasonal caretakers.
6. Review, record, reconcile and submit the deposits and receipts for the daily operations of the campground and boat launch services.
7. Review, record, reconcile and submit the cash receipts for daily purchases of ice and firewood and maintain an inventory of all ice and firewood being purchased/sold and complete monthly report to the Manager.
8. Ensure campground personnel perform regular patrols of all areas, and park gate is locked at 11:00 p.m.
9. Complete appropriate reports and logs relating to the campground, picnic shelters and boat launch.
10. Ensure campground personnel are maintaining the cleanliness of the campground, boat launch and group picnic areas and any identified issues are immediately forwarded to the Manager of any required maintenance or safety problems.
11. Ensure that safety and health procedures and standards are followed.

12. Perform other related duties as may be assigned.

**Required Education and Training:**

- Grade Twelve (12) or General Education Development (G.E.D.)
- One year experience in management or a supervisory capacity
- Valid Manitoba Class 5 Drivers Licence and reliable means of transportation
- Ability to lead and mentor staff
- Work experience in campgrounds or park gates
- Experience providing exceptional customer service
- Experience handling floats, balancing and preparing and reconciling cash deposits
- Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions
- Demonstrated organizational and teamwork skills
- Ability to prioritize and handle multiple tasks at once
- Ability to handle confrontations and diffuse tense situations if necessary
- Computer and administrative skills
- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts
- Demonstrated competency in safe work practices, knowledge and understanding of occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work
- Must be able to work in a parks environment which includes extreme weather conditions

**Comments:**

This is for a casual position of Campground Supervisor which is excluded from the Collective Agreement and is open to all applicants. This position may involve evening and weekend shifts. Interested individuals are to specify position being applied for and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6  
FAX #: 1-204-482-5448                      Email: [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com)

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

**Position:** Campground Supervisor

**Department:** Culture, Recreation and Green Transportation

**Division:** Parks and Recreation

**Reports To:** Manager of Cultural and Recreational Programs

**Classification:** Casual

**Position Summary:**

Under the supervision and direction of the Manager of Parks and Recreation Facilities, the Campground Supervisor is primarily responsible for operating and managing the campground and boat launch owned and operated by the City of Selkirk.

Core Competencies
<ul style="list-style-type: none"><li>• Citizen and Public Focus</li><li>• Communication</li><li>• City of Selkirk Consciousness</li><li>• Teamwork and Ambassadorship</li><li>• Integrity and Trust</li><li>• Ethics and Values</li><li>• Strategic Results Orientated</li><li>• Decision Making and Judgment</li></ul>

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3. Lead and coach a team of campground personnel and seasonal caretakers.
4. Direct, oversee and monitor work tasks of campground personnel and seasonal caretakers to ensure the efficient and effective operation of the campground and boat launch services.
5. Assist in scheduling campground personnel and seasonal caretakers.
6. Review, record, reconcile and submit the deposits and receipts for the daily operations of the campground and boat launch services.

7. Review, record, reconcile and submit the cash receipts for daily purchases of ice and firewood and maintain an inventory of all ice and firewood being purchased/sold and complete monthly report to the Manager.
8. Ensure campground personnel perform regular patrols of all areas, and park gate is locked at 11:00 p.m.
9. Complete appropriate reports and logs relating to the campground, picnic shelters and boat launch.
10. Ensure campground personnel are maintaining the cleanliness of the campground, boat launch and group picnic areas and any identified issues are immediately forwarded to the Manager of any required maintenance or safety problems.
11. Ensure that safety and health procedures and standards are followed.
12. Perform other duties as may be assigned.

## **SPECIFICATIONS:**

### **1. Skills, Knowledge and Abilities**

Minimum qualifications shall include:

- Grade Twelve (12) or General Education Development (G.E.D.)
- One year experience in management or a supervisory capacity
- Valid Manitoba Class 5 Drivers Licence and reliable means of transportation
- Ability to lead and mentor staff
- Work experience in campgrounds or park gates
- Experience providing exceptional customer service
- Experience handling floats, balancing and preparing and reconciling cash deposits
- Excellent communication skills both orally and in writing. This includes the ability to understand and deliver written and verbal instructions
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- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts
- Demonstrated competency in safe work practices, knowledge and understanding of occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work
- Must be able to work in a parks environment which includes extreme weather conditions

### **2. Responsibilities**

As a supervisor within the day-to-day operations of the Selkirk Park Campground the incumbent shall be responsible for ensuring an acceptable level of supervision of campground personnel and seasonal caretakers through the enforcement of all rules and regulations of the Corporation.

The incumbent shall be responsible to ensure their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees.

The incumbent shall be required to work on their own, with minimal direction.

**3. Comprehension & Judgement**

The incumbent must possess the ability to exercise a high degree of independent judgment in the provision of their duties as well as the ability to interpret the Policies of the Corporation and effectively communicate with the Manager of Cultural and Recreational Programs, staff, citizens and clients of the Corporation.

**4. Working Conditions**

This position may work up to 40 hours per week and may include day, evening and night shift work and may include shifts working on weekends as well as statutory holidays and/or overtime.

This position may require moderate to extreme physical effort in the course of carrying out their duties.

This position requires the individual to work outdoors and working under adverse conditions.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Manager of Cultural & Recreational Programs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Culture, Recreation & Green Transportation

DATED: March 22, 2018