

Competition No:	<b>2019-14</b>	Duration:	Casual Tentative Dates May – Oct
Close Date:	Until filled	Renumeration:	\$15.00 - \$17.00
Position Title:	Campground Personnel		
Department:	Culture, Recreation and Green Transportation	Hours of Work:	Up to 40 hrs / week

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of **Campground Personnel** to join our team for the summer months. The lucky individuals will assist with the operation and management of the campground and boat launch services owned and operated by the City of Selkirk.

**YOUR JOB DUTIES WILL INCLUDE:**

1. Campground and Boat Launch Operation
  - Enforce 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.
  - Control the daily operations of the campground and boat launch consisting of: a) accepting payment and issuing receipts for daily, weekly, monthly and seasonal permits; b) process reservations and assignments of camp sites; c) balancing cash on a daily basis and prepare the cash deposits; d) issue refunds as necessary; and e) responsible for maintaining the cash float.
  - Control and record cash receipts for daily purchases of ice and firewood and maintain an inventory of all ice and firewood being purchased/sold and complete monthly reports to the Manager.
  - Ensure campground, boat launch and park area is secure, perform regular patrols of all areas, ensuring park gate is locked at 11:00 p.m. Report any serious or security issues to the RCMP for assistance.
  - Ensure the campground office and area is safe, clean and functional. Be aware of any campground issues or problems and immediately report all matters to the Manager
  - Respond to all enquiries and handle requests for information and complaints.
  
2. Administrative
  - Complete appropriate reports relating to the campground, picnic shelters and boat launch as well as complete daily logbook and facility inspection logs.
  
3. Maintenance
  - Maintain cleanliness of the campground, boat launch and group picnic areas and identify any issues as they arise, immediately inform the Manager of any required maintenance or safety problems.

4. Provide support and training to other employees as required
5. To perform other duties as assigned.

## **SPECIFICATIONS/QUALIFICATIONS**

### **1. Education, Knowledge and Experience**

#### **Minimum Requirements shall include:**

- Grade 12 education or General Education Development (G.E.D.)
- Valid WHMIS Certification
- Valid Manitoba Class 5 Driver's Licence
- Work experience in campgrounds or park gates
- Experience providing exceptional customer service
- Experience handling floats, balancing and preparing cash deposits
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions
- Demonstrated organizational and teamwork skills
- Ability to handle multiple tasks at once as well as have the ability to prioritize
- 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
- Must be able to work days, evening, night and weekend shifts and/or overtime as required

## **COMMENTS:**

This is for more than one casual position of Campground Personnel; these positions are excluded from the Collective Agreement and is open to all applicants. This position may involve evening and weekend shifts. Applications will be accepted until the position is filled. 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.

*If you would like more information on this position or view the full job description, please visit [myselkirk.ca](http://myselkirk.ca).*

**Position:** Campground Personnel

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

**Division:** Cultural and Recreational Programs

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

**Classification:** Casual

**Position Summary:**

Under the direction of the Manager of Cultural and Recreational Programs and under the supervision of the Campground Supervisor, Campground Personnel are primarily responsible for operating and managing the provision of the campground and boat launch services owned and operated by the City of Selkirk from approximately mid-May to mid-October.

Core Competencies applicable to all jobs within the City of Selkirk	Competencies Specific to Position
<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>	<ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Flexibility</li> <li>• Interpersonal skills</li> <li>• Priority management and initiative</li> <li>• Planning and organizing</li> <li>• Technical learning</li> <li>• Excellent communication</li> </ul>

**Job Duties**

1. Campground and Boat Launch Operation
  - Enforce 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.
  - Control the daily operations of the campground and boat launch consisting of:
    - a) accepting payment and issuing receipts for daily, weekly, monthly and seasonal permits;
    - b) process reservations and assignments of camp sites;
    - c) balancing cash on a daily basis and prepare the cash deposits;
    - d) issue refunds as necessary; and
    - e) responsible for maintaining the cash float.
  - Control and record cash receipts for daily purchases of ice and firewood and maintain an inventory of all ice and firewood being purchased/sold and complete monthly reports to the Manager.
  - Ensure campground, boat launch and park area are secure, perform regular patrols of all areas, ensuring park gate is locked at 11:00 p.m. Report any serious or security issues to the RCMP for assistance.

- Ensure the campground office and area is safe, clean and functional. Be aware of any campground issues or problems and immediately report all matters to the Manager
  - Respond to all enquiries and handle requests for information and complaints.
2. Administrative
    - Complete appropriate reports relating to the campground, picnic shelters and boat launch as well as complete daily logbook and facility inspection logs.
  3. Maintenance
    - Maintain cleanliness of the campground, boat launch and group picnic areas and identify any issues as they arise, immediately inform the Manager of any required maintenance or safety problems.
  4. Provide support and training to other employees as required.
  5. Perform other related duties as may be assigned.

**SPECIFICATIONS:**

**1. Skills, Knowledge and Abilities**

Minimum qualifications shall include:

- Grade 12 education or General Education Development (G.E.D.)
- Valid WHMIS Certification
- Valid Manitoba Class 5 Driver's Licence
- Work experience in campgrounds or park gates
- Experience providing exceptional customer service
- Experience handling floats, balancing and preparing cash deposits
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions
- Demonstrated organizational and teamwork skills
- Ability to handle multiple tasks at once as well as have the ability to prioritize
- Ability to handle confrontations and diffuse tense situations if necessary
- Computer and administrative skills
- Ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts

**2. Responsibilities**

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.

The incumbent working night shifts will primarily be responsible for regular patrols and securing the area.

**3. Comprehension and Judgement**

The incumbent must possess an understanding of and work within the Policies of the Corporation. The incumbent will exercise some degree of independent judgement in the course of carrying out the position's duties

**4. Health and Safety**

Ensure work is performed in compliance with Manitoba Health and Safety Act and regulations and the City of Selkirk Safety Policies and Procedures.

Establish and maintain positive working relationships with employees at all levels of the organization, external contracts and the public, in accordance with the Respectful Workplace Policy.

**5. Working Conditions**

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

This position will require the incumbent to work outdoors, which includes extreme weather conditions.

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

This position will require working under adverse conditions.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Manager of Cultural and Recreational Programs

\_\_\_\_\_  
Date

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

DATED: March 22, 2019