



Job Title	Manager's Job Title	Department
Summer Student - Campground	Campground Manager	Parks and Recreation

## Summer Student - Campground

### **Reports To**

Campground Manager

### **Position Summary**

Under the direction of the Campground Manager performs tasks related to the operation of the campground. This includes the administrative duties related to processing camping permits as well as maintaining the grounds, campsites, buildings, and equipment. This is a direct, hands on in-scope position which is included in the Collective Bargaining Unit CUPE Local 3003.

### **Competencies**

- Accountability - Takes ownership of personal workload.
- Communication - Expresses and transmits information with consistency and clarity.
- Conflict Management - Foresees potential conflict and takes preventative steps. Handles conflict when it arises; assisting with resolution or determining solutions.
- Decision Making - Makes concrete, well-informed, and thought-out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited.

### **Job Duties**

- Ensure guests are greeted and welcomed in a friendly manner and their questions are answered.
- Adhere to established safe working procedures and wear the proper safety equipment at all times.
- Ensure the use of safe and proper working practices and proper care of tools, equipment, and buildings.
- Ensure high standards of workmanship and efficiency.
- Maintain a clean working area free from dirt and debris between tasks and at the end of the day.
- Process campsite registrations, and shelter/picnic area bookings.
- Perform daily janitorial and sanitation tasks related to cleaning of the buildings and grounds.
- Operate trucks, riding mowers, and string trimmers.



- Cut grass, string trim grass, weed, water trees & flowers.
- Repair and maintain campsites, garbage stands, tables, and other related items.
- Maintain all motorized equipment.
- Enforce campground rules and policies.
- Perform public relations tasks.

## **Job Requirements**

- Must possess and maintain a valid driver's license.
- Knowledge of operation and use of small motorized equipment.
- Ability to effectively communicate both verbally and in writing.
- Ability to work under supervision and to work independently; to follow oral and written instructions; and to meet and deal tactfully with the public.

## **Preferred Courses and Certifications**

- First Aid and CPR
- WHMIS 2015
- Power Mobile Equipment

## **Work Conditions**

- Extended periods of standing, and other physically demanding conditions.
- Hazards associated with conducting work outdoors.
- High noise levels
- Lifting, moving, or manipulating heavy objects
- Operation and use of necessary tools, machinery, or equipment.
- Regular exposure to conditions including heat, cold, humidity, and dust
- Repetitive work
- Use of required personal protective equipment.
- Will be required to work evenings, some weekends and holidays, and varying hours as directed.
- Expected employment is from May 1<sup>st</sup> to August 31<sup>st</sup>. Additional employment to the end of September may also be available.

## **Rate of Pay**

- \$19.18 per Hour (CUPE 2026)

## **Posting Closing Date:**

- Internal/External March 12, 2026