



Park Attendant Temporary Part-Time Seasonal Kendrick's Park

Hours of Work: 12:00 p.m. to 5:00 p.m. Saturdays and Sundays

Hours Per Week: 10 hours per week

Start Date: Immediately

Position End Date: September 5, 2022

Competition Closing Date: July 8, 2022

The Township of Leeds and the Thousand Islands is seeking an individual to join our team as a weekend seasonal Park Attendant at Kendrick's Park.

Position Summary

Friendly, enthusiastic person responsible for the effective and efficient delivery of services at Kendrick's Park (245 Short Point Road, Lyndhurst) to assist with customer service and inquiries regarding facilities, parks, local accommodations and events. Monitoring activities and maintaining cleanliness of the area(s); collect fees as per Schedule of Fees.

Position Description

1. Perform day to day operations at the park including administrative duties, light cleaning, stocking materials, and other duties such as:
 - assisting customers at the park, collecting fees and providing general information on local services & amenities
 - operating parks canteen (ice cream & prepackaged foods)
 - enforcing the park rules and regulations
 - maintaining cleanliness: empty trash cans, pick up litter, clean rest rooms and shelters and inspect areas to ensure safe and proper conduct of patrons
2. Responsible for enforcing established cash flow procedures within the area of operation.
3. Establish and enforce housekeeping and maintenance programs for the facility.
4. Responsible for the preparation and coordination of collecting docking fees as per Schedule of Fees.
5. Responds to public complaints and concerns and reports to supervisor as required.
6. Provide excellent customer service and act as an ambassador of the Township of Leeds and the Thousand Islands, neighbouring municipalities, businesses, tourism operators, service industry and other stakeholders.
7. Reports any repairs, vandalism, breakdowns, or accidents.
8. Liaison and work with other departments of the Township of Leeds and the Thousand Islands in the day-to-day delivery of services that relate to the docks.

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9. When requested, participate in staff training, perform other related duties as may be assigned.
10. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Education/Experience/Skills Training

1. High degree of self-motivation and initiative.
2. Strong communication skills combined with experience working with the public.
3. Ability to work with minimal supervision.
4. A secondary school diploma or an equivalent combination of courses and experience.
5. Experience handling cash and completing deposit forms.
6. Familiarity with the region and the services available.
7. Some knowledge of park operations, Food Handlers Certification and/or Class G license considered an asset.

Working Conditions

1. Regularly exposed to conditions of potential discomfort caused by temperature extremes, inclement weather, dust, dirt, and similar factors.
2. Sitting for periods more than two hours.
3. Completing repetitive tasks.

The hourly rate for this position is \$15.00.

For more information and to view a detailed job description, please visit the [career section](#) of the Township's website.

Please electronically submit your covering letter and detailed resume in confidence to hrmanager@townshipleeds.on.ca by 4:00 p.m. on Monday July 8, 2022.

Please quote "Competition No. 22-09" in the subject line of your email

The Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. In accordance with the Accessibility for Ontarians with Disabilities Act (2005), accommodation will be provided upon request throughout the selection process.