



## St. Clair Region Conservation Authority Job Posting

**Position Title:** Conservation Area Gatehouse Attendant

**Job Type:** Seasonal (May 1, 2025, to September 1, 2025)

**Closing Date:** March 28, 2025, or until filled

**Department:** Conservation Areas

**Immediate Supervisor:** Conservation Area Superintendent

**Competition Number:** CA405

### Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking to add to their team, a Conservation Area Gatehouse Attendant. The Gatehouse Attendant is responsible for providing quality customer service to campground visitors.

### Duties and Responsibilities

- Provide quality customer service
- Take camping reservations, issue campsites permits, collect fees, prepare shift reports, and advise staff of check in and check out information
- Assist the general public by providing information on policies, regulations, facilities, and general information
- Open and close facilities as required
- Perform routine maintenance and sanitization tasks of the gatehouse
- Assist in controlling and regulating visitor access to the Conservation Area
- Carry out all assigned duties in accordance with accepted safety practices
- Perform other duties as assigned

### Credentials and Experience

- Must possess a valid class G driver's licence
- Effective verbal and written communication skills; able to form and maintain positive relationships with the public and fellow staff
- Excellent customer service skills
- Ability to learn and use campsites reservation software, excel, and other basic computer programs
- Must be able to work outdoors in adverse weather conditions and be available to work evenings, weekends, and holidays
- Must have the ability to work alone
- Standard First Aid and CPR certification is an asset

## Work Environment/Conditions

- Work duties sometimes take place outdoors in varying weather conditions
- Frequent multitasking and flexibility in meeting maintenance and customer service needs

### Location:

- Position is based at the Warwick Conservation Area, 6101 Warwick Village Rd, Warwick, ON

The Canada Summer Jobs Program funds 1 position (Warwick). Applicants for this position must:

- Be between 15 and 30 years of age at the start of employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### Wage and Benefits:

- Salary: \$17.75 per hour
- Hours: 40 hours per week

**Start Date:** May 1, 2025

Additional information about the SCRCA is available on the website at [www.scrca.on.ca](http://www.scrca.on.ca).

Please submit your cover letter and resume outlining how your experience meets the necessary qualifications to:

- 1) [jobs@scrca.on.ca](mailto:jobs@scrca.on.ca) indicating the Competition Number and position title in the subject line of your email, or
- 2) mail to:  
St. Clair Region Conservation Authority  
205 Mill Pond Crescent  
Strathroy, ON, N7G 3P9
- 3) or fax to 519-245-3348

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Accommodation will be provided in all parts of the hiring process as required under the *Accessibility for Ontarians with Disabilities Act (AODA)*, Integrated Accessibility Standards Regulation. Applicants need to make their needs known in advance.

*The St. Clair Region Conservation Authority is an Equal Opportunity Employer*