



## Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 [www.rrca.on.ca](http://www.rrca.on.ca)

### **PARK ATTENDANT**

Charlottenburgh Park, 19788 County Rd 2, Summerstown, ON

**Summer Contract:** (8 weeks)

**Start Date:** May - June

**Hourly Wage Rate:** \$17.80

Reporting to the Team Lead, Field Operations, The Park Assistant will assist with the day-to-day operations at Charlottenburgh Park including maintenance of the park, campsites, and buildings. In addition, may be required to assist with other RRCA properties.

#### **Main Responsibilities** (this is not an exhaustive list)

- Assist with maintenance program such as preparing, cleaning sites, installing docks, grass cutting, disposal of garbage, repairing and cleaning.
- Help with upkeep of campground, picnic and beach areas, washroom facilities and trails
- Assist in all areas throughout the park as needed e.g., gatehouse admissions, canteen, security, etc.
- Responsible for splitting and bundling wood. Sell firewood and other supplies
- Report any problems or safety hazards to the Team Lead, Field Operations.
- Safely operate ATV/Mule or other vehicles to efficiently monitor available/occupied campsites.
- Be familiar with applicable occupational health and safety legislation; general knowledge of corporate/department policies and procedures related to health and safety.
- Perform other duties as assigned by the Team Lead, Field Operations. Such duties could include assistance with other responsibilities such as visitor services and events.
- Be familiar with and strictly adhere to all the cash handling procedures including the operation of the computerized reservation software.
- May occasionally be required extend or modify hours of work in response to high/low visitor volume, emergencies, attendance at training sessions or other work-related meetings.

#### **What you offer:**

- Experience with grounds maintenance and the operation of equipment such as lawn mowers, weed eaters, power/manual tools, etc., would be an asset.
- Basic computer skills.
- Working knowledge of the Ontario Health and Safety Act.
- Available to work flexible hours including evenings, weekends, and holidays.
- Possess excellent communication skills to effectively communicate with staff and the public.

- Ability to work as part of a team and/or with minimal supervision
- Physically fit and willing/able to work outdoors in all kinds of weather conditions
- Demonstrate public relations skills
- Strong organizational skills and attention to detail
- First Aid and CPR certification is an asset
- Criminal check is required
- Valid Class G Driver's License
- Clear driver's abstract
- CSA approved safety footwear

### **Eligibility Requirements**

All applicants must meet the eligibility criteria imposed by the funding agency. For details visit: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/who-can-apply.html#h3.3>

### **Hours of Work**

Up to forty (40) hours per week, various shifts, and hours, including evenings, weekends, statutory Holidays.

### **To Apply**

Please submit your cover letter and resume to [josianne.sabourin@rrca.on.ca](mailto:josianne.sabourin@rrca.on.ca) indicating the position title in the e-mail subject line. Documentation must be submitted as MS Word or PDF.

**Application deadline is Friday, May 15, 2026 at 4:00 pm.** Applications may be accepted after the deadline, if required. Only applicants selected for an interview will be contacted.

The RRCA is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code. The RRCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

**Modified:** April 24, 2026

**Prepared:** January 13, 2026