



2020 Summer Jobs

Grey Sauble Conservation Authority (GSCA) is currently recruiting applicants for our 2020 summer job positions! We are looking for individuals who are dedicated and passionate about the natural environment to fill several roles within our organization. If you are interested in joining the Grey Sauble team, please submit your resume and cover letter highlighting your relevant job experience prior to the application deadline dates to:

By e-mail: jobs@greysauble.on.ca or

By Mail: Grey Sauble Conservation
237897 Inglis Falls Road, R.R.#4
Owen Sound, ON
N4K 5N6

Subject: Summer Employment

Include: 1. What job(s) you are applying for
2. The date you are able to start work
3. Resume and Cover letter

The following summer jobs in this department are available:

1. Conservation Area Customer Service Representatives/Maintenance (2 positions)
2. Conservation Areas Parks Maintenance (2 positions)

(Job descriptions below)



2020 Summer Jobs

Conservation Area Customer Service Representatives/Maintenance

Job Description

Reporting to the Operations Manager, the Conservation Area Customer Service Representative/Maintenance role is to assist in the daily operation of the Conservation Area gate houses by selling daily parking permits while providing quality customer service.

This position will include, but is not limited to:

- Providing customer service by selling parking permits.
- Processing revenue, keeping accurate records according to GSCA revenue collection policy.
- Providing quality customer service to visitors by supplying information regarding facilities, local attractions, regulations and the general GSCA mandate.
- Keeping the workplace interior and exterior grounds in a neat and tidy condition.
- Performing regular facility maintenance to the grounds and washrooms and ensuring the facility is clean and stocked.
- Conduct customer surveys as requested.
- Complying with all applicable GSCA policies and regulations.

Skills and Experience:

- A versatile person with experience in revenue collection.
- The ability to deal with a large volume of customers daily.
- Must be willing to work flexible hours including weekends, and holidays.

Full Time: (30 - 40 hours per week)

Employment: August, 2020 – September, 2020 (8 weeks)

Wage: \$14.00/hour

Application Deadline: July 28, 2020



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Conservation Areas Parks Maintenance

Job Description

Reporting to the Operations Manager, the Conservation Area Parks Maintenance role is to assist in the development and operational activities of Grey Sauble Conservation properties including Management and Conservation Areas.

This position will include, but is not limited to:

- Assisting the Operations Manager and Assistant Operations Manager or any other assigned Grey Sauble Conservation staff in the daily operations and maintenance of GSCA property and buildings.
- Grass cutting, painting, garbage pickup, washroom and privy cleaning, or any other duties as assigned.

Skills and Experience:

- Education: Secondary school graduation or related job experience
- Technical Knowledge: operation and general maintenance of equipment, vehicles and tools.
- Valid Ontario Class G Driver's License with clean driving abstract.
- Ability to safely operate equipment, tools, and vehicles.
- Good customer service and interpersonal skills.

Working conditions:

- Mainly in outdoor setting with some inside work.
- Occasional inclement weather conditions.
- Some weekend, evening, and holiday work may be required.

Full Time: (35 hours per week)

Employment: August, 2020 – September, 2020 (8 weeks) **Wage:** \$14.00/hour

Application Deadline: July 28, 2020

***Work boots (green patch certified) required**