



519.376.3076
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Owen Sound, ON N4K 5N6
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Grey Sauble Conservation Authority (GSCA) is currently recruiting applicants for our 2021 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

(Job description below)

Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

Conservation Area Customer Service Representative/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: May, 2021 – September, 2021 (16 weeks)

Locations: We are looking to fill the position of Conservation Area Customer Service Representative/Maintenance at the following conservation areas: Inglis Falls (Owen Sound), Hibou (Municipality of Meaford, north of Owen Sound), Spirit Rock (Warton), Christie Beach (Municipality of Meaford), Eugenia Falls (Eugenia), Old Baldy (east of Kimberley). **Please indicate in your cover letter if you are interested in working at specific conservation areas or would like to be considered for all locations.**

Wage: \$14.25/hour

Application Deadline: April 9, 2021