MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Campground Attendant - Casual

Community Development Department

Overview

The Campground Attendant is responsible for performing a wide variety of duties including, but not limited to, booking campsite reservations, providing support to guests, maintaining cleanliness of all facilities, and grounds keeping.

The Campground Attendant reports to the Campground Superintendent. This position is located at the Glooscap Campground near Parrsboro.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Customer Service Communication Teamwork
Flexibility

Key Outcomes and Responsibilities

Office Responsibilities

- Answering and responding to telephone and email inquiries.
- Registering guests into the campground in a prompt and courteous manner.
- Checking guests out of the campground.
- Accepting payments from customers and using the debit machine.

- Resolving minor guest complaints to the satisfaction of the customer; informing the Superintendent of major problems, complaints, disturbances, or unhappy guests.

- Responding promptly to guests' requests.

Grounds Keeping

- Preparing campsites for check-in.

- Maintaining grounds cleanliness, including litter pick-up, raking, weeding, washing picnic tables.

- Mowing and whipper snipping.

- Painting.

Cleaning

- Cleaning showers.

- Cleaning outhouses.

- Cleaning recreation hall.

Qualifications

Relevant office or reception experience preferred but not required.

High school graduate

A valid First Aid Certificate is a requirement for this position, or willing to obtain certification

Must be able to meet the physical demands of the position

Strong interpersonal and communication skills.

Desire to work with and contribute to a positive and productive team environment.

Highly self-motivated and able to take initiative without persistent supervision.

Driver's license valid in Nova Scotia.

Must be available to work irregular work hours including evenings and holidays.

Knowledge of the area considered an asset.

Terms and Conditions of Employment

The Municipality has an hourly rate for this position. Placement and incremental increases are based on qualifications, experience and demonstrated ability to perform the responsibilities of the position.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$12.75	$13.39	$14.04	$14.67	$15.31	$15.95

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.