Job Posting

Campground Manager (Term Position)

The Campground Manager is responsible for the daily operations of the Glooscap Campground located in Parrsboro, NS. This position provides customer service to those staying at the campground including reservations, receiving payment, and the enforcement of campground rules and regulations. The Campground Manager will be required to stay at the Campground during the season (accommodations are provided). This is a term position.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

Closing date for this position is Monday, March 28, 2022 at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Campground Manager (Term Position)"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Campground Manager (Term)

April – November

Human Resources & Community Facilities Department

Overview

The Campground Manager is responsible for the daily operations of the Glooscap Campground located in Parrsboro, NS. This position provides customer service to those staying at the campground including reservations, receiving payment, and the enforcement of campground rules and regulations.

This position is full time (term) that begins April 11, 2022 and ends November 4, 2022. The Campground Manager will be required to stay at the Campground during the season (accommodations are provided). This is a term position.

The Campground Manager reports to the Director of Human Resources & Community Facilities.

The Campground Manager will supervise two Campground Attendants.

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:

Communication	Customer Service	Flexibility
Accountability	Building Relationships	

Key Responsibilities

- Answering and responding to general telephone and email inquiries
- Effectively managing reservations via emails and phone calls
- Registering guests into the campground in a prompt and courteous manner
- Checking guests out of the campground
- Enforcing policies and procedures
- Accepting payments from customers and using the debit machine
- Operating of debit machine, conducting financial/cash transactions, and reconciling and closing daily financial transactions.
- Providing registration and deposits to the Finance Department on a weekly basis
- Resolving guest complaints to the satisfaction of the customer
- Working closely with the Facilities Coordinator to manage the facilities and park maintenance
- Coordinating with the Facilities Coordinator any purchase requirements or property matters that require attention
- Submitting monthly reports to the Director of Human Resource & Community Facilities
- Perform all tasks and work duties in a safe manner in accordance with organizational, provincial, and federal occupational health & safety policies, procedures, regulations, guidelines and/or standards

Qualifications

Experience with cash handling and daily reconciliation

Experience with managing a campground or similar recreational facility considered an asset.

Ability to take direction and work independently

Ability to work both day shifts, evening shifts, weekends, and holidays during the opening months of the Campground

Interpersonal skills used to communicate both verbally and in writing

Proficiency working in a computerized environment including Microsoft Office Suite is required.

Experience working in a municipal or government environment would be an asset.

Criminal Record Check, Vulnerable Sector Check, and Child Abuse Registry Search will be required.

WHMIS, First Aid Training (or willing to obtain)

Terms and Conditions of Employment

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

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$26,615	$27,945	$29,276	$30,607	$31,937	$33,268

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