



2022 Heritage River Recreation Supervisor

DEPARTMENT:	Recreation Department Environmental Programs
Wages	Base: \$16/hr

JOB DESCRIPTION

As Heritage River Recreation Supervisor, you will lead a team of students and work with a team of staff to maintain 56 wilderness recreational facilities and deliver interpretation activities along 100 km of international waterway. You will be based out of our office in St. Croix, NB (near McAdam) but will travel along the length of the river and tributary lakes of the St. Croix system.

DUTIES AND RESPONSIBILITIES FOR WORK PERFORMED

- Deliver interpretation activities along waterway: You will be the public face of the SCIWC, dealing with boaters, campers, outfitters, and other users of the St. Croix Watershed, and are expected to conduct yourself in a respectful and professional manner and provide users with information or assistance, as reasonable, or direct them to your supervisor.
- Maintain recreation facilities: You will be helping to maintain the campsites, boat ramps, and accesses to the waterway. This includes tasks such as:
 - Maintaining all campsites, taking campsite bookings, landscaping, various construction projects inside park, wood sales, and patrolling park sites and enforcing all park and campsite rules.
- Have weekly staff duties/schedule prepared the week prior
- Email corresponding authorities when crews are in the river/lakes
- Adjust duties accordingly with the weather
- Provide weekly reports along with site inspection checklist
- Ensure all corresponding opening/closing duties are fully completed
- Request a supply order when needed
- Ensure all staff has proper equipment pertaining to their duties
- All email and correspondence is answered in a timely manner
- Work closely with management to ensure communication is kept
- Inform of any unsafe road conditions to management or unsafe items affecting the public use
- Work closely with Park Host and provide any necessary items needed.
- Other duties as asked by management.

Work Safety and Protocols

Safety: Strictly adhere to safety measures, as these are intended to protect you, your teammates, and our facility users from injury. Failure to comply with required safety measures will result in your being sent home, unpaid, for the remainder of the day. A third violation warrants dismissal.

- Complete wilderness first aid (date TBD dependant of COVID-19 regulations).
- Be fully aware of , and follow SCIWC site safety and reporting protocols
- Maintain good working relations with recreation and campsite staff; advise manager of any concerns.
- Maintain close communication with recreation staff supervisor about site conditions, issues, campsite usage and advise promptly of any necessary equipment repairs.

Your safety is our key concern. If you do not feel safe for any reason at all, speak up and discuss with your supervisor.



SUPERVISION AND COMMUNICATION

You will report directly to the Recreation Supervisor and may be required to take direction from management. Maintain close communication with Recreation Supervisor with respect to campsite conditions, issues, or concerns. Advise promptly of any necessary equipment, sites, or structures in need of repairs or if you have concerns.

CONDUCT

- Harassment, violence, and discrimination in any form are not tolerated.
- Maintain respectful interactions with campers, staff, stakeholders, and others.
- Strictly adhere to safety measures.
- Employees are to wear work uniform while on duty and to wear your name tag when attending a work function. Be cognoscente that what you post on social media could reflect badly on the Commission and professionalism is recommended.

REQUIRED SKILLS:

- Able to swim and operate a canoe. SVOP license beneficial, but not mandatory.
- Able to read and write in English.
- Proficient with Microsoft Excel and Word.
- Good communication skills with staff and public

ADDITIONAL NOTES

- Must be eligible to work in Canada and the United States, hold a valid passport or Nexus card, as your daily duties will involve working in both countries.
- Physically fit (moderate to heavy lifting, walking, canoeing).
- Have a valid driver's license and own transportation.
- Criminal Record Check required.

To apply email cover letter and resume to: programs@stcroix.org