



2022 Heritage River Park Host

DEPARTMENT:	Recreation Department Environmental Programs
Wages	Base: \$15/hr

JOB DESCRIPTION

As Park Host, you will be based at Spednic Lake or Beaconsfield (Scott Brook & Gravel Island) and will work with Recreation Staff to maintain the recreational facilities at dedicated Provincial Part and assist campers. You will be paid based on 37.5-hour week, to a maximum of 680 hours during the employment period as Recreation Staff. You will work Thursday to Monday, for a minimum of four (4) hours/day to eight (8) hours/day. We will provide you with all the safety equipment and tools needed for work, except for safety boots.

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.

Community Engagement Participation

Throughout your employment, you will have the opportunity to promote the Commission, its stakeholders, and the work we do by attending various lectures, information sessions or presentations, and/or by participating in a variety of activities dependant on COVID-19 protocols. This includes a variety of opportunities which may include activities such as assisting in the planning of events, presenting to small groups, building a float for a parade, or assisting at a display table.

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.
- 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