



The Long Point Region Conservation Authority is currently recruiting for:

CONSERVATION AREA SUPPORT STAFF

BACKUS HERITAGE, DEER CREEK, HALDIMAND, NORFOLK, WATERFORD NORTH

Position: Conservation Area Support Staff

Posting Date: January 28, 2025

Closing Date: February 28, 2025, or until filled

Job Status: Seasonal Employment

Department: Conservation Areas & Parks

Rate of Pay: \$19.20

Hours of Work: 40 Hours/Week

Posting No.: 086-25

Position Summary:

The Long Point Region Conservation Authority is seeking approximately nine (9) self-motivated individuals for the position of Conservation Area Support Staff. Reporting to the Conservation Area Supervisor, this position is responsible for carrying out the daily maintenance and operation program in the Conservation Area by performing a variety of required tasks.

Qualifications:

- Knowledge and experience in the use of all types of equipment required in the maintenance and operation of Conservation Areas
- Able to undertake and carry out a job with minimal supervision
- Knowledge and experience in basic vehicle and equipment maintenance an asset
- Cash handling experience an asset
- Basic computer skills an asset
- Current Standard First Aid and CPR certification an asset
- A negative Criminal Records and Judicial Matters check (CRJMC) is required
- A valid driver's license is required

Responsibilities:

- Greets and engages with all visitors to provide quality customer service and to give information on the Conservation Area policies, facilities, and general information.
- Perform a wide variety of maintenance tasks and repairs to Conservation Area facilities including sanitary duties such as cleaning washrooms and garbage collection, etc.
- Perform general maintenance on Conservation Area grounds including landscaping duties such as grass cutting, trimming of grass and foliage, etc.
- Perform routine maintenance of vehicles, machinery and equipment
- Open and close facilities as required
- Perform daily gate duties, such as issuing day-use and campsite permits, registering guests, receiving and responding to incoming phone calls, using the reservation system, proper collection of user fees occurring to the Conservation Area, and be accountable to the Conservation Area Supervisor for all such revenues
- Assist with the enforcement of all Conservation Area rules, regulations and any other policies or guidelines as set forth by the Authority
- Carry out all assigned duties in accordance with accepted safety practices
- Perform other duties as assigned

Location/Working Conditions:

- One of the following: Backus Heritage Conservation Area, Port Rowan, ON; or Deer Creek Conservation Area, Langton, ON; or Haldimand Conservation Area, Nanticoke, ON; or Norfolk Conservation Area, Simcoe, ON; or Waterford North Conservation Area, Waterford ON
- Varied shifts, must be available to work flexible hours including evenings, weekends and holidays
- Extra hours may be required for special events or emergencies
- All successful applicants must possess their own Green Patch CSA approved safety boots, be able to work outdoors in all weather conditions and with all outdoor flora and fauna
- Available to work the duration of the season
- Some heavy lifting is required

Term of Employment:

- Starting Date: Between April 9, 2025 and April 28, 2025
- Approximate Ending Date: Between September 8, 2025 and October 21, 2025
- Must be willing to commit to the full duration of the work assignment

Benefits:

- Free access to LPRCA Conservation Areas
- Eligible to enroll in OMERS pension plan

Application Deadline: Sunday, February 28, 2025, or until all positions are filled

To apply: Please send your cover letter and resume in a single PDF or MS Word document addressed to: Nicole Sullivan, Long Point Region Conservation Authority, email hr@lprca.on.ca (Subject: 086-25 Conservation Area Support Staff, preferred location name).

The posting for Conservation Area Support Staff is for a vacancy.

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Long Point Region Conservation Authority is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.