



## **Summer Student Job Opportunity**

Are you passionate about the great outdoors? Do you thrive in a dynamic, team-oriented environment? Join us for an exciting summer opportunity where you'll gain invaluable experience working with a municipality and provincial campgrounds!

The Summer Village of Rochon Sands is seeking four to five enthusiastic, hardworking, highly organized and detail-oriented summer students to join our team. The ideal candidates will play a crucial role in supporting daily administrative tasks and coordinating activities for the Rochon Sands Municipal Office, the Rochon Sands Provincial Park and Narrows Provincial Recreation Area Campgrounds. Students have an opportunity to gain diverse hands-on experiences in municipal and campground operations and maintenance.

### **OVERVIEW:**

Students will be responsible for the maintenance of the Summer Village and the two Provincial Campgrounds that the Summer Village operates as per lease agreement with the Alberta Government. Students will be required to maintain vegetation with a variety of hand tools and lawn mowing equipment. They will be responsible for building maintenance such as cleaning and painting.

The students will also participate in office duties in the Provincial Campground Office and municipal projects assigned by the Chief Administrative Officer. As the Summer Village of Rochon Sands operates the Rochon Sands Provincial Park and Campground, students will interact with guests in the campground and learn environmental practices to ensure preservation is maintained in natural areas. Students are tasked with projects to complete and are encouraged to present effective, efficient ways to increase productivity including ways to increase the visitor experience to the Provincial Park.

Priorities change in this work environment and students will need to work with their team members and adapt and change work plans. No day is the same and students are challenged to problem solve and identify solutions to address the different issues faced in the campgrounds and the municipality. The Summer Village of Rochon Sands encourages its team to constantly develop new ways of doing things. Communication with the team and members of the public is critical.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the day-to-day municipal and campground maintenance, including groundskeeping, landscaping, and upkeep of campground facilities, including campsites, picnic areas, hiking trails, beaches, and amenities.
- Provide excellent customer service to campground visitors, assisting with inquiries, registrations, resolving issues courteously and efficiently, and ensuring a positive camping experience.
- Collaborate with team members to ensure the safety and cleanliness of the municipality and campgrounds.
- Collaborate with other team members to ensure a safe and enjoyable experience for all visitors.
- Perform other special projects and events as assigned by the Public Works Supervisor and Chief Administrative Officer.
- Assist in the enforcement of campground rules and regulations to ensure the safety and enjoyment of all visitors.
- Participate in various projects and initiatives aimed at improving municipal and campground facilities and services.
- Collaborate with fellow team members and supervisor to achieve municipal and campground objectives.



- Responsible for daily administrative tasks within the Provincial Park Office and guest services. This will include:
  - Handling reservations, check-in, payments for services and cash control in accordance with cash handling policy.
  - Collecting camping fees.
  - Creating daily cash sheets for accounting support.
  - Maintaining computer system for reservations and accepting payments.
  - Answering phone calls and responding to email or social media comments.

#### **EDUCATION, EXPERIENCE & COMPETENCIES:**

- High school diploma or equivalency required.
- Currently enrolled or returning to a post-secondary institution.
- Prior related experience in a municipal setting or public sector is considered an asset.
- Proficient in computer skills (MS Office) required.
- Personal initiative, the ability to work effectively both independently and as part of a team.
- Organized and detail oriented.
- Strong communication and interpersonal skills.
- Physically capable of performing outdoor tasks in various weather conditions.
- Valid Alberta Class 5 Driver's License with favourable driving record.

#### **POSITION DETAILS:**

- Seasonal position - May 1 to August 31, 2024.
- Weekly work schedules are set to 30 to 40 hours and may include weekend shift rotation.
- Competitive hourly wages begin at \$17 / hr based upon previous experience.

#### **HOW TO APPLY:**

- To apply, please submit your resume and cover letter detailing your relevant experience and qualifications to [cao@rochonsands.net](mailto:cao@rochonsands.net)
- Please include " Summer Student Application" in the subject line.

**CLOSING DATE:** The competition will remain open until suitable candidates are found.

*(The goal is to have interviews and selection of successful candidates prior to the end of March.)*

*Don't miss out on this exciting opportunity to gain valuable experience with both a municipality and provincial campground! Enhance your resume with valuable work experience.*

*Apply today and embark on a summer of adventure and learning.*

*We thank all applicants and advise that only those candidates selected for an interview will be contacted.*