



JOB DESCRIPTION: Port Glasgow Trailer Park Seasonal Student

Position Title: Port Glasgow Trailer Park Seasonal Student
Report to: Supervisor of the Port Glasgow Trailer Park
Position status: Seasonal (May to end of August)
Pay Range: \$17.60 – \$19.60 per hour

RESPONSIBILITIES

Scope of Position

The Seasonal Student supports the Park Supervisor in the daily operations of the Port Glasgow Trailer Park. This role is responsible for maintaining park facilities and grounds, assisting with administrative functions, and ensuring a safe, clean, and welcoming environment for all campers.

Key Responsibilities

1. Operations & Administration

- Support the daily operations of the municipal trailer park as directed.
- Assist with transient camper registrations, including processing bookings, collecting fees, and assigning campsites in accordance with established policies and procedures.

2. Maintenance & Facility Oversight

- Maintain overall park cleanliness through litter removal, catch basin cleaning, landscaping, and beach upkeep.
- Clean and maintain recreational amenities such as washrooms, pavilions, halls, beach areas, and common spaces.
- Perform washroom inspections and cleaning twice daily (morning and evening) during peak season.

3. Other:

- Work flexible hours, including evenings, weekends, and on-call shifts during peak seasons.
- Perform other duties as assigned.

Key Relationships

Internal

- Reports directly to the Park Supervisor.
- Collaborates with co-workers to support daily operations and maintenance tasks.

Autonomy

- Work mostly independently, work with others as required.
- Demonstrated honesty, integrity, and political acuity.

QUALIFICATIONS

Certifications (Considered Assets)

- Valid Class G Driver's Licence.
- First Aid & CPR certification.
- WHMIS or related maintenance certifications.

Additional Requirements

- Vulnerable sector or criminal record check may be required.
- The Municipality is an equal opportunity employer committed to inclusive and accessible recruitment practices.

EFFORT & WORKING CONDITIONS

Physical Effort and Environment

- Combination of office and mostly outdoor work in varying weather conditions.
- Physical demands including lifting, walking, and operating maintenance equipment.
- Occasional exposure to hazardous materials.

Mental Effort and Environment

- Frequent interaction with the public, requiring professionalism and strong interpersonal skills.
- Occasional exposure to difficult or challenging situations involving members of the public.