



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Cold Creek Site Operator	CLASSIFICATION: Seasonal/Full-Time (6 months)
DEPARTMENT: Parks, Recreation & Culture	SALARY LEVEL: \$15.00 - \$17.00
LOCATION: Cold Creek Conservation Area 11 th Concession, Schomberg	HOURS: 35 hours per week

JOB PROFILE:

Function:

Under the direction of the Parks Supervisor, the Cold Creek Site Operator is responsible for the daily operation of Cold Creek Conservation Area which includes: challenge course group facilitation for camps, special events, school groups and private course rentals; as well as assisting in monthly and daily inspections of the challenge course, facilitation of nature education programs, general facility and site maintenance, and general equipment repairs.

Reports to:

- Recreation Supervisor

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Implements and facilitates Cold Creek nature education and recreation programs, with an emphasis on Challenge Course facilitation for school groups and community groups.
- General trail and site maintenance; including grass cutting, repairs of boardwalk, signage, etc.
- General maintenance of on-site recreational equipment, i.e. canoes, archery supplies, tents, skis, etc.
- Maintenance of facilities, i.e. cleaning, small repairs, etc.
- Operates and maintains all department related hand and power equipment.
- Assists in the distribution of promotional materials.
- Assists in staff training for seasonal staff to ensure compliance with legislative

and other regulatory requirements and Township policies, practices, procedures and guidelines.

- Ensures health and safety/departmental policies and procedures as applicable to Cold Creek's programs are followed.
- Deals with incidents, problems and emergencies as outlined by departmental policies and procedures.
- Responds to inquiries from parents/guardians, participants and the public.
- Deals courteously and effectively with the general public, staff and other departments.

Education/Experience:

- Minimum Level 1 Challenge Course Practitioner Certification; Level 2 preferred.
- Diploma in Recreation or related discipline, with an emphasis on Outdoor Recreation or a combination of significant demonstrated experience and education is an asset.
- Minimum of one (1) year experience in parks operations, landscaping or equivalent an asset.
- Excellent communication, organization, and problem solving skills, with excellent decision making capabilities.
- Valid First Aid, CPR-C, WHMIS, and High Five Certification.
- Strong organizational skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders and the general public.
- A team player with excellent interpersonal skills and the ability to coordinate with other departmental staff.
- Ability to analyze problems, identify alternatives and make recommendations in order to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Valid Class G Driver's License; driver abstract will be required.
- Required to submit a vulnerable sector screening.

Conditions of Employment:

- Required to work outdoors, in a variety of weather conditions.
- Required to work some evenings and weekends.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to meet set deadlines.
- Excellent verbal and written communication skills required, along with good organizational skills.

Period of Employment:

Approximately April 25 - November 11, 2016

Application Process:

To apply for this position please email a copy of your resume to hr@king.ca prior to February 5, 2016. When submitting your application, please clearly specify the position you are applying to.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____