

**Apply By:** Monday, March 16, 2020 11:59 pm EDT

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## HEAD GATE ATTENDANT (TEMPORARY/SEASONAL)

**Organization:** Ministry of the Environment, Conservation and Parks

**Division:** Ontario Parks/Algonquin Provincial Park, Whitney

**City:** Whitney

**Job Term:** 3 Temporary - seasonal recurring (from April to November)

**Job Code:** 05OAD - Office Administration 05

**Salary:** \$21.81 - \$25.27 Per Hour\*  
\*Indicates the salary listed as per the OPSEU Collective Agreement.

**Posting Status:** Open Targeted

**Job ID:** 148705



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If you are a responsible and motivated individual looking for new challenges and are able to work effectively and efficiently in a fast paced environment, then consider this opportunity at one of Ontario's provincial parks.

Positions Available:

- Three (3), temporary seasonal recurring positions available at Algonquin Provincial Park, Whitney: positions will run from April 13, 2020 – November 8, 2020 / 36.25 hours per week

Algonquin, the first provincial park in Ontario, protects a variety of natural, cultural, and recreational features and values. As one of the largest provincial parks, Algonquin is diverse and offers something for nearly everyone.

East Gate Complex Hwy 60, PO Box 219, Whitney ON

### What can I expect to do in this role?

In this role, you will:

- coordinate and perform the registration of campers and day use visitors to the park
- provide group leadership and training to gate staff
- provide excellent customer service to clients and guests of the park
- assist with revenue receiving functions
- perform a variety of clerical duties
- perform a variety of duties associated with the operation of the park store

### How do I qualify?

#### Mandatory

- You must have a valid class 'G' driver's licence or equivalent as recognized by the Province of Ontario.
- You are able to work shifts, weekends and holidays as required.

#### Communication and customer service skills:

- You can provide general direction and leadership to park staff.
- You can provide effective customer service to park guests.
- You can prepare a variety of written correspondence.

#### Mathematical and cash handling skills:

- You can replenish cash floats, receive cash and credit/debit card transactions.
- You can prepare and reconcile shift summaries and bank deposits.
- You can report revenues in accordance with policy directives and compile statistics on park activities.

**Merchandising skills:**

- You can perform the duties associated with the operation of the park store including planning, organizing, inventory maintenance and providing direction to student staff working in the store.
- You can effectively liaise with various vendors and perform all aspects of store ordering and purchasing.

**General skills:**

- You have organizational and effective time management skills to establish work priorities.
- You are proficient with various computer software applications (e.g. word-processing, spreadsheet, park management, record-keeping, internet, e-mail, etc.).
- You are able to quickly and accurately perform data entry.

**Office administration skills:**

- You have knowledge of general office administration practices and processes.
- You have the ability to operate and perform minor repairs to a variety of office machines and equipment.

**Technical knowledge:**

- You have the ability to acquire general knowledge of park operations and related programs and services to issue permits and provide information to gate staff and park visitors.
- You have basic knowledge of workplace safety legislation and regulations (e.g. Occupational Health & Safety Act).

**Additional Information:**

- Address:** • 3 Temporary - Seasonal, duration up to 7 months, PO Box 219, ALGONGUIN PROVINCIAL PARK, Whitney, North Region
- Compensation Group:** Ontario Public Service Employees Union
- Schedule:** 3.7
- Category:** Administrative and Support Services
- Posted on:** Monday, March 2, 2020
- Note:**
- E-ET-148705/20(3)

**How to apply:**

1. You must apply online by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers). You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the **Writing a Cover Letter and Resume: Tips, Tools and Resources**.
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the **job description** to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

**Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives.**

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:** The deadline to apply is **Monday, March 16, 2020 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.**

**Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site.**

**The Ontario Public Service is an inclusive employer.  
Accommodation is available under the Ontario Human Rights Code.**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>



[Apply Online](http://www.gojobs.gov.on.ca)