

Apply By: Wednesday, March 18, 2020 11:59 pm EDT

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GATE ATTENDANT

Organization: Ministry of the Environment, Conservation and Parks

Division: Ontario Parks/Algonquin Provincial Park - West Gate

City: Whitney

Job Term: 1 Temporary - seasonal recurring; up to 10 months

Job Code: 03OAD - Office Administration 03

Salary: \$20.94 - \$24.14 Per Hour*
*Indicates the salary listed as per the OPSEU Collective Agreement.

Posting Status: Open Targeted

Job ID: 148985



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Do you have strong communication skills and excel at customer service? If so, consider this opportunity with Ontario Parks.

Note: This is a seasonal recurring position. The successful candidate will work 36.25 hours per week and must have the ability to work shifts on weekends and holidays as per schedule.

What can I expect to do in this role?

As the Gate Attendant, you will:

- issue and file permits
- collect park fees, sell merchandise, record all funds received and balance cash
- register park users and report revenues
- assist in the training and leadership of students and volunteers
- provide general information about the park to visitors
- provide first aid and emergency services

How do I qualify?

Mandatory requirements:

- You must possess a valid class 'G' driver's licence as recognized by the province of Ontario.
- You must have the ability to work shifts on weekends and holidays as per schedule.

Technical knowledge:

- You possess knowledge of office procedures, clerical processes and the ability to operate office machines and equipment.

Interpersonal, organizational and communication skills:

- You have strong interpersonal and communication skills to prepare correspondence and provide customer service.
- You have the ability to understand, apply and interpret operational policies, procedures and acts to provide information to peers and park visitors.
- You have demonstrated organizational, mathematical and cash handling skills.

Computer skills:

- You possess the ability to use personal computers, software applications, databases, reservation systems and can perform data entry.

Additional Information:

Address:

- 1 Temporary - Seasonal, duration up to 10 months, Algonquin Park, West Gate, Highway 60 , Whitney, North Region

Compensation Group: Ontario Public Service Employees Union

Schedule: 3.7

Category: Parks

Posted on: Wednesday, March 4, 2020

Note:

- N-ET-148985/20

How to apply:

1. You must apply online by visiting 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 **Wednesday, March 18, 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>

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