



The Ganaraska Region Conservation Authority is accepting applications for the following position:

Ganaraska Forest – Weekend Gatehouse Attendant

The Ganaraska Region Conservation Authority (GRCA) manages the recreational activities in the 11,000-acre Ganaraska Forest. Activities include hiking, mountain biking, horseback riding, hunting, cross-country skiing, snowshoeing, dirt biking and ATVing, for which day passes or annual memberships are required. The GRCA is seeking a responsible and reliable Weekend Gatehouse Attendant to sell maps, memberships and day passes, and to provide general information on forest use. This position works out of the Ganaraska Forest Centre, which is located in the central section of the Ganaraska Forest, north of Port Hope, Ontario.

Responsibilities:

- Sell maps, day passes and memberships to recreational users of the Ganaraska Forest
- Handle all inquiries about trail uses, etiquette, documentation and specific locations in the Ganaraska Forest

Qualifications:

- Excellent customer relations skills and be able to communicate with all client groups in a professional, respectful manner
- The ability to multi-task and have a proven track record in working in a fast-paced environment
- Have a sound understanding about recreational activities
- The ability to manage payments responsibly, balance daily sales and possess a higher-than-usual level of attention to detail
- A current Police Vulnerable Sector Check is required
- A valid Province of Ontario driver's license and GRCA will obtain a 3 Year Uncertified driver's abstract of the successful candidate upon hiring

Apply in writing by October 26, 2018:

Ms. Linda J. Laliberte, CPA, CGA, CAO/Secretary-Treasurer
2216 County Road 28, Port Hope, ON L1A 3V8
Fax: (905) 885-9824 E-mail: llaliberte@grca.on.ca

The Ganaraska Region Conservation Authority welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.