



2018 Summer Jobs

Grey Sauble Conservation (GSC) is currently recruiting applicants for our 2018 summer job positions! We are looking for individuals who are dedicated and passionate about the natural environment to fill several roles within our organization. If you are interested in joining the GSC team, please submit your resume and cover letter highlighting your relevant job experience prior to the application deadline dates to:

By e-mail: jobs@greysauble.on.ca or

By Mail: Grey Sauble Conservation
237897 Inglis Falls Road, R.R.#4
Owen Sound, ON
N4K 5N6

Subject: Summer Employment

Include: 1. What job(s) you are applying for
2. The date you are able to start work
3. Resume and Cover letter

The following summer jobs are available:

1. Day Camp Supervisor (1 position)
2. Day Camp Assistant Supervisor (1 position)
3. Conservation Area Customer Service Representatives/Maintenance (3 positions)
4. Conservation Areas Parks Maintenance (1 position)
5. Water Resources Technician (1 Position)

(Job descriptions attached)

***Please check back regularly for more job postings!**



2018 Summer Jobs

Day Camp Supervisor/Leader

Job Description

Reporting to the Programs and Communications Planners, the Day Camp Supervisor is responsible for planning, coordinating, and supervising the Great Outdoors Day Camp at Grey Sauble Conservation, as well as training staff and volunteers. The Day Camp provides programming for approximately 30 campers per day between the ages of 7 and 12.

This position will include, but is not limited to:

- Developing programming/content for Day Camp and creating a manual to be used by staff and volunteers.
- Developing and implementing a safety procedures checklist.
- Conducting inventory and purchasing necessary materials.
- Providing training opportunities and taking a lead role in the operation of the Great Outdoors Day Camp, including planning and implementing games, crafts, and outdoor activities with the campers.
- Ensuring a safe environment for campers, other staff and volunteers.
- Providing lead supervision during outdoor and indoor activities, bus trips, and swimming excursions.
- Maintaining open and effective communication with parents of campers.
- Arranging the necessary materials and equipment for games, crafts, and outdoor/indoor activities.
- Tracking administrative documentation (ie. Signoffs for pickup/drop off, early drop off and late pick up etc.).
- Filing and ensuring completeness of medical and emergency documentation for campers.
- Maintaining clear communication with the Programs and Communications Planners, and other GSC staff as needed, regarding daily schedules and Day Camp operations.
- Ensuring service excellence.
- Delivering end of Day Camp survey to parents of campers.

Skills and Experience

- Minimum of three (3) years of frontline camp program experience.
- Strong leadership, organizational, and communication skills.
- Highly motivated, creative, and adaptable with the ability to provide guidance to other staff and volunteers with minimal supervision.
- Enrollment or completion of an applicable post-secondary program is an asset.
- Knowledge of the natural environment is an asset.
- Valid Standard First Aid and CPR.
- National Lifeguard Service (NLS) Certification
- Criminal Reference Check with results satisfactory to Grey Sauble Conservation.

Full Time: (40 hours per week)

Employment: July 3, 2018 – August 24, 2018

Working Conditions: primarily in the great outdoors!

Wage: \$16.00 - \$17.25/hour

Application Deadline: March 31, 2017



2018 Summer Jobs

Assistant Day Camp Supervisor

Job Description

Reporting to the Day Camp Supervisor, the Assistant Day Camp Supervisor is responsible for assisting with planning, coordinating, and supervising the Great Outdoors Day Camp at Grey Sauble Conservation. The Day Camp provides programming for approximately 30 campers per day between the ages of 7 and 12.

This position will include, but is not limited to:

- Assisting with the operation of the Great Outdoors Day Camp, including planning and implementing games, crafts, and outdoor activities with the campers.
- Ensuring a safe, fun and inclusive environment for campers.
- Providing supervision during outdoor and indoor activities, bus trips and swimming excursions.
- Maintaining open and effective communication with parents of campers.
- Assisting with the preparation of the necessary materials and equipment for games, crafts, and outdoor/indoor activities.

Skills and Experience

- Minimum of one (1) year camp program experience.
- Strong leadership, organizational, and communication skills.
- Highly motivated, creative, and adaptable.
- Enrollment or completion of an applicable post-secondary program is an asset.
- Knowledge of the natural environment is an asset.
- Valid Standard First Aid and CPR
- Criminal Reference Check with results satisfactory to Grey Sauble Conservation.
- National Lifeguard Service (NLS) Certification

Full Time: (40 hours per week)

Employment: July 3, 2018 – August 24, 2018

Working Conditions: primarily in the great outdoors!

Wage: \$14.00 - \$15.50/hour

Application Deadline: March 31, 2017



2018 Summer Jobs

Conservation Area Customer Service Representatives/Maintenance

Job Description

Reporting to the Field Superintendent & Fleet Manager, the Conservation Area Customer Service Representative/Maintenance role is to assist in the daily operation of the Conservation Area gate houses by selling daily parking permits while providing quality customer service.

This position will include, but is not limited to:

- Providing customer service by selling parking permits.
- Processing revenue, keeping accurate records according to GSC revenue collection policy.
- Providing quality customer service to visitors by supplying information regarding facilities, local attractions, regulations and the general GSC mandate.
- Keeping the workplace interior and exterior grounds in a neat and tidy condition.
- Performing regular facility maintenance to the grounds and washrooms and ensuring the facility is clean and stocked.
- Conduct customer surveys as requested.
- Complying with all applicable GSC policies and regulations.

Skills and Experience:

- A versatile person with experience in revenue collection.
- The ability to deal with a large volume of customers on a daily basis.
- Must be willing to work flexible hours including evenings, weekends, and holidays.

Full Time: (30 - 40 hours per week)

Employment: May, 2018 – September, 2018 (16 weeks)

Wage: \$14.00/hour

Application Deadline: March 31, 2018



2018 Summer Jobs

Conservation Areas Parks Maintenance

Job Description

Reporting to the Field Superintendent & Fleet Manager, the Conservation Area Parks Maintenance role is to assist in the development and operational activities of Grey Sauble Conservation properties including Management and Conservation Areas.

This position will include, but is not limited to:

- Assisting the Field Superintendent & Fleet Manager and the Assistant Field Superintendent or any other assigned Grey Sauble Conservation staff in the daily operations and maintenance of GSC property and buildings.
- Grass cutting, painting, garbage pickup, washroom and privy cleaning, or any other duties as assigned.

Skills and Experience:

- Education: Secondary school graduation or related job experience
- Technical Knowledge: operation and general maintenance of equipment, vehicles and tools.
- Valid Ontario Class G Driver's License with clean driving abstract.
- Ability to safely operate equipment, tools, and vehicles.
- Good customer service and interpersonal skills.

Working conditions:

- Mainly in outdoor setting with some inside work.
- Occasional inclement weather conditions.
- Some weekend, evening, and holiday work may be required.

Full Time: (35 hours per week)

Employment: May, 2018 – September, 2018 (18 weeks)

Wage: \$14.00/hour

Application Deadline: March 31, 2018

***Work boots (green patch certified) required**



2018 Summer Jobs

Water Resources Technician

Job Description

Reporting to the Water Resources Coordinator, the Water Resources Technician position will include, but is not limited to:

- Ground and surface water sampling
- Culvert data collection
- Water temperature data collection
- Entry into Water Resources database
- Benthic sampling
- Riparian tree planting

Requirements

- Must be a returning student or recent graduate between the ages of 15 and 24 (as per funding agreement)
- Valid Ontario Class G Driver's License with clean driving abstract.

Full Time: 35 – 40 hours per week

Employment: May 22, 2018 – August 21, 2018 (14 weeks)

Wage: \$14.00/hour

Application Deadline: April 27, 2018

***Work boots (green patch certified) required**