



## *Town of Coronation*

Monday, January 29, 2024

Position Title: Campground Attendant  
Contract Period: TBD, with potential for renewal

Employer: The Town of Coronation  
Application Deadline: March 1<sup>st</sup>, 2024  
Start Work Date: May 1<sup>st</sup>, 2024

### **About the Role:**

The Town of Coronation is seeking a dedicated and responsible individual to join our team as a Campground Attendant. This position plays a vital role in maintaining the welcoming and safe environment of our campground, ensuring an enjoyable experience for all visitors.

### **Key Responsibilities:**

- Supervise site registrations and reservations, maintaining effective records.
- Conduct daily cash reconciliations and weekly deposit deliveries to the Town Office.
- Ensure a regular physical presence at the Campground, especially on weekends and holidays.
- Perform grounds maintenance tasks, including lawn care and garden aesthetics.
- Maintain, clean, and repair Campground facilities and equipment.
- Collect and dispose of garbage and litter from the site.
- Undertake minor construction and repair tasks as needed.
- Regularly inspect playground equipment and arrange necessary repairs.
- Report any incidents of vandalism, disturbances, or traffic offenses to the relevant authorities.

### **Qualifications:**

- Strong organizational and record-keeping skills.
- Ability to perform physical maintenance tasks.
- Good communication skills for interacting with the public.
- Reliable and able to work independently.
- Experience in a similar role is preferred but not required.
- Possess a solid grasp of accounting principles and bookkeeping practices.
- Must provide criminal background check.

### **Compensation:**

- To be negotiated during interview process, will be based on experience.
- Pay will be (Min May 1<sup>st</sup> through to September 30<sup>th</sup>), with pro-rated compensation for additional or partial months.
- Must have Temporary residence in the Campground during the operating season.

**Additional Benefits:**

- Use of a storage facility on site for lawn equipment.
- Access to necessary equipment and supplies provided by the Town.
- Cell phone and computer provided for managing reservations and inquiries.
- Emergency contact support.
- Liaison support through the Recreation Director and the Chief Administrative Office.
- Software support and training available for Camp Reservations online portal.

**Application Process:**

Interested candidates should submit a resume and cover letter to Quinton Wintlfey, [admin@town.coronation.ab.ca](mailto:admin@town.coronation.ab.ca). Please reference "Campground Attendant Application" in your submission.

The Town of Coronation is an equal opportunity employer and welcomes applications from all qualified individuals.