



POSTED: SEPTEMBER 3, 2024

## **BEAUSOLEIL FIRST NATION**

### **EMPLOYMENT OPPORTUNITY**

### **PARKS & TOURISM ATTENDANTS 2 POSITIONS + RELIEF POOL**

#### **INTRODUCTION:**

The BFN Parks Attendant(s) position is a temporary contract. The BFN Parks Attendants will be responsible for collecting camping fees, clean up, enforcing established rules, regulations and procedures as well as having an overall presence within the Beausoleil First Nation Territory, including Christian, Hope, Beckwith and Cedar Point. This position requires the ability to deal with the public in a professional manner and be able to handle stressful situations. Travel by boat is required.

#### **MINIMUM QUALIFICATIONS:**

- Minimum Ontario Secondary School Diploma or equivalent
- Excellent Public Relation skills, including an appreciation of the need for tact and a positive, cheerful and informed approach with the public
- Displays initiative, strong interpersonal skills and high level of organizational skills
- Excellent verbal communication skills
- Ability to work shift work, which includes days, evenings, weekends and statutory holidays, as scheduled
- A valid driver's license is a must
- Pleasure Craft Operations Certificate is a definite asset
- Valid Standard First Aid and CPR
- Persons of First Nation Ancestry preferred

#### **ESSENTIAL DUTIES:**

- Collect posted fees for campers and day trippers
- Reconcile the campground fees collected to the Lands Department, permits issued and summarize fees on the required tally sheet
- Cleaning of campsites and trails, including under brushing, raking, cleaning and removing of garbage
- Assisting with boat clean up and maintenance
- Ensuring grounds are clear of debris
- Ensuring all visitors are apprised and adhere to the camp beach rules, and etiquette
- Compliance enforcement with day trippers and campers
- Communicating with radio(s)
- Forming relationships with Aboriginal Police Services and the Ontario Police Services in the event they need to be contacted for assistance
- Supervising student positions
- Keeping track of schedules and recording time worked, appropriately

**OTHER DUTIES:**

- Communication of needs to the Lands Team regarding equipment, fuel, etc.
- Completing bi-weekly timesheets
- Participate in weekly staff meetings
- Incident reporting and/or journal keeping

**KNOWLEDGE, SKILLS & ABILITIES**

- Strong math skills – collecting fees, providing change, tally sheets
- Conflict resolution and negotiation skills
- Ability to work independently and to follow and carry out instructions
- Physically able to carry out functions of the job
- Ability to operate and maintain a variety of light powered equipment such as lawnmowers, brush cutters, etc.
- Ability to work under the Beausoleil First Nation’s Administration Policies and Procedure
  
- Resource management principles and techniques as they apply to the beaches as well as ability to interpret, apply and enforce relevant rules, regulations and procedures existing within the Beausoleil First Nation

**Duration:** Seasonal, term contract

**Closing Date:** **Monday, September 9, 2024 @ NOON**

**Hours of Work:** 35 hours per week, shift work, must be available for evening and weekends

**Rate of Pay:** \$18.00/hour

**Eligibility:** Due to the nature of the funding sources, you must a Beausoleil First Nation Band Member.

Direct	TBA	Functional	Dan Monague
Supervisor:	Parks & Tourism Manager	Supervisor:	First Nation Administrator

**HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office  
Attention: Human Resources Department  
11 O’Gemaa Miikan, Christian Island, ON, L9M0A9  
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

**Applications must consist of the following:**

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.  
*Your application package must be clearly marked with your name and the position you are applying for.*  
*We thank all who apply; however, only those selected for an interview will be contacted.*