



The Credit Valley Conservation Authority (CVC) is a partnership of the municipalities within the Credit River Watershed. We are dedicated to conserving, restoring, developing and managing the natural resources of our watershed. Together we have a long and successful history of ensuring a clean supply of water for human and environmental needs. At this time, we are seeking to fill the position of:

Customer Services Representative – Island Lake Conservation Area, Orangeville

2 Casual Positions

SUMMARY OF FUNCTIONS

This position requires provide exceptional customer service and administration of conservation area program and operations CVC's Island Lake Conservation Area gatehouse for the summer program.

ELIGIBILITY REQUIREMENTS

- Must possess a valid class "G2" driver's license in good standing. Successful candidate will be required to provide a MTO Driver's Abstract;
- Ability to communicate effectively with the public and staff both verbally and in written correspondence;
- Must be able to work in adverse weather conditions and be available to work weekends and holidays;
- Customer service experience is an asset;
- Cash handling experience is an asset;
- Standard First Aid and CPR certification is an asset.

SUMMARY OF MAJOR TASKS

Perform the following tasks under limited direction.

- Ensure the safe operation and daily inspection of CVC-owned and operated equipment;
- Perform administrative duties, such as, answering telephones, written correspondence and data collection;
- Responsible for handling cash using a cash register with electronic payment and preparing detailed, accurate daily cash reports;
- Provide visitors with detailed information about the Conservation Area and surrounding area from a recreational and educational perspective;
- Carry out general development, park maintenance and operations procedures in the areas as directed;
- Maintain a good working relationship with community groups and on-site operators.

Salary: \$13.34 HOURLY

Anticipated Start and End Date:

September 6, 2011 to October 23, 2011

Forward resume by **September 2, 2011** to:

Credit Valley Conservation

Fax (905) 670-5613 or E-mail: hrcvc@creditvalleyca.ca

www.creditvalleyca.ca

Please quote "**Customer Services Representative, Island Lake**" on resume/letter.

Resumes/letters submitted electronically must be submitted in Word format

We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please.

Credit Valley Conservation is an Equal Opportunity Employer.