

HELP WANTED

The Opportunity:

We are currently seeking a professional individual to be trained as an Algonquin Park Gate Attendant.

Who are "We":

Magnetawan Management Inc. is a private company contracted by Ontario Parks to maintain and protect a portion of Algonquin Provincial Park known as the Magnetawan Management Area (MMA). The MMA is geographically situated on the west side of the Park at the summit of the land mass known as the Algonquin Dome. It contains the headwaters of the Magnetawan, Muskoka and Lower Ottawa valley river watersheds. We operate out of an Office located on the west side of Algonquin Park in the town of Kearney Ontario.

Purpose of Position:

Algonquin Park Gate Attendants welcome visitors into the Park from all over the world. Gate Attendants are the first interface between the Park and people seeking to explore the natural beauty of Algonquin Park.

Duties and Responsibilities:

Gate Attendants will be required to:

- educate and ensure that all Park visitors are aware of the Park Rules and Regulations before entering the Park.
- provide information and assistance to people going backcountry camping.
- process camping permits and reservations.
- process transactions for the sale of Friends of Algonquin publications and Ontario Parks merchandise.
- keep the Park Office clean and tidy

MAGNETAWAN MANAGEMENT INC.

Certifications and Licenses:

- Drivers License
- First Aid

Knowledge and Skills:

- must be familiar with Algonquin Park and Backcountry camping
- must have good communication and public relations skills
- experience with cash handling and processing transactions through POS and debit machines
- ability to work independently or as part of a team

Wage:

- Between \$17. and \$20. / hour (depending on experience and abilities)
- 40 hours per week
- May 1st – September 1st (or October 10th if not attending school)

Please E-mail cover letter and resume and/or any questions to:

magnetawanmanagement@gmail.com

by March 1st 2023