



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Cold Creek Site Operator	<b>CLASSIFICATION:</b> Maternity Leave Contract (12-months)
<b>DEPARTMENT:</b> Community Services	<b>SALARY LEVEL:</b> \$24.89/hour (2021 rate)
<b>LOCATION:</b> Cold Creek Conservation Area	<b>HOURS:</b> Up to 35 hours/week

### JOB PROFILE:

#### Function:

Under the direction of the Recreation Supervisor, the Cold Creek Site Operator is responsible for the daily operation of Cold Creek Conservation Area which includes challenge course and other program facilitation for camps, special events, school groups and private course rentals; assisting in daily and monthly inspections of the challenge course; facility and property maintenance such as trail grooming, building upkeep and maintenance; general equipment repairs and more.

#### Reports to:

- Recreation Supervisor

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

- Assists in the implementation and facilitation of Cold Creek nature education and recreation programs, with an emphasis on Challenge Course facilitation for school groups and community groups.
- General trail and site maintenance including, but not limited to: grass cutting, snow removal, trail grooming and maintenance, repairs and implementation of existing and new boardwalks, designation of proper signage, etc.
- General maintenance of on-site recreational equipment, i.e., canoes, archery supplies, tents, skis, etc.
- Maintenance of facilities, i.e., cleaning, upkeep, supply orders and small repairs.
- Constructs, maintains, and repairs new equipment, storage areas and apparatuses.
- Operates and maintains all department related hand and power equipment.
- Assists in the distribution of promotional materials on and off site.
- Assists in the creation and execution of staff training for seasonal staff to ensure compliance with legislative and other regulatory requirements and Township policies, practices, procedures, and guidelines.
- Ensures health and safety, and departmental policies and procedures as applicable to Cold Creek's programs are followed at all times.

- Addresses incidents, problems and emergencies as outlined by departmental policies and procedures.
- Responds to inquiries from parents/guardians, participants, and the general public via Cold Creek communications.
- Deals courteously and effectively with the general public, staff, and other departments.
- Models and practices HIGH FIVE® – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).

**Education/Experience:**

- Minimum Level 2 Challenge Course Practitioner Certification; Challenge Course Manager Certification is an asset.
- Diploma in Recreation or related discipline, with an emphasis on Outdoor Recreation or a combination of significant demonstrated experience and education is an asset.
- Previous parks, labour, horticultural, landscaping or facility maintenance experience would be considered an asset.
- Excellent communication, organization, and problem-solving skills, with excellent decision-making capabilities.
- Valid First Aid, CPR-C, WHMIS2015, Working at Heights required.
- HIGH FIVE® certification is considered an asset; Quest 2 is an asset.
- Strong organizational skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders, and the general public.
- A team player with excellent interpersonal skills and the ability to coordinate with other departmental staff.
- Ability to analyze problems, identify alternatives and make recommendations in order to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Valid G Class Driver's License, driver abstract will be required.
- Required to submit a vulnerable sector screening.

**Conditions of Employment:**

- 35 hours per week (rotating shifts: Monday – Friday and Tuesday – Saturday).
- Required to work outdoors, in a variety of weather conditions.
- Required to work some evenings and weekends.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to meet set and meet work related deadlines.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_