

# **PARK ATTENDANT**

## **CAMPGROUND OPERATIONS**

### **Tail Creek Park**

Tail Creek Park is partially on the site of a historic Métis wintering village in an area which in the 1870s was home to 2,000 persons in 400 cabins. These lands were repatriated to the Métis Nation of Alberta (MNA) in 2007, and the Park is operated by Region 3 of the MNA.

Region 3 is seeking an individual to assist in conducting campground operations during the 2021 camping season. The Park Attendant will be under the direction of the Campground Manager and be expected to work a minimum of 40 hours per week including evening and weekend work.

This 70-site campground is in operation from May to September each year with dates established by Region 3. On-site accommodations may become available at some point in the future, but the successful applicant will have to provide their own accommodations until the building is available if they wish to reside at the Park.

The following outlines the duties and qualifications of the Park Attendant:

#### **Duties:**

The Park Attendant will:

- take direction from the Campground Manager;
- make reservations for camping sites and group use sites, either in person, or by telephone or social media;
- welcome guests to the Campground, orient them to the property and its facilities;
- register guests and collect fees to be remitted to the Campground Manager in accordance with the fee schedule.
- inform guests and day users of COVID 19 restrictions in place (subject to change) and encourage compliance with these restrictions. Report violations to the Campground Manager.
- assist in the evacuation or sheltering in place of guests in circumstances described in the Emergency Response Plan. Provide guests with copies of this Plan and answer any questions about the Plan and its implementation;
- conduct the daily maintenance and groundskeeping, and other related tasks as required and as assigned by the Campground Manager;
- maintain the Park and its facilities to a high standard acceptable to Region 3;
- provide guests with services at the convenience store and snack bar (not yet available);
- answer guests' questions about the Cultural Interpretive Centre and its artifacts (not yet available);
- maintain order and a "family-friendly" atmosphere in the Park by reporting crimes to the RCMP and by warning and subsequently evicting guests whose actions unduly disturb others: and
- other related duties as assigned, or as may arise.

**Qualifications:**

- eligibility for assistance from Rupertsland Institute for summer students
- experience in working with the public;
- ability to perform physical work both outdoors and indoors;
- knowledge of the Métis people and their culture would be an asset;
- good oral and written communications skills;
- Alberta Driver's License;
- a First Aid certificate would be an asset;
- good organizational and interpersonal skills, and
- a high degree of personal initiative, and the ability to work independently with a minimum of direction.

Enquiries should be directed to:

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