

NOTICE OF COMPETITION



Customer Service Representative (Wildwood Conservation Area) Canada Summer Jobs Program

The Upper Thames River Conservation Authority invites applications for the Canada Summer Jobs Program position of **Customer Service Representative, Wildwood Conservation Area, St. Marys, ON**. This position will start June 5, 2017 and last until September 3, 2017.

START DATE: June 5, 2017
SALARY: \$13.15 per hour (35 hours per week)

QUALIFICATIONS:

This position is funded through Canada Summer Jobs Program, therefore candidates must meet the following criteria:

- **Participant must be between 15 and 30 years of age (inclusive)**
- **Participant must have been registered as a full-time student during the preceding academic year and intend to return to school on a full-time basis in the next academic year**
- **Participant must be eligible to work in Canada**
- Valid Ontario Drivers License
- Minimum of Grade 12 education and experience in revenue collection
- Must be available to work flexible hours including evenings, weekends and holidays
- Valid CPR and First Aid Certificate is required
- Current Police Information Check is required

RESPONSIBILITIES:

- Provide customer service at the Wildwood marina, renting canoes and providing supplies for visitors
- Sell permits and register guests according to Conservation Authority policy
- Provide quality customer service to guests providing information regarding facilities, regulations, policies and the general Authority mandate
- Collect large quantities of revenue and balance to computer generated shift report
- Address customer concerns and complaints

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To apply please email a cover letter and resume, indicating the position title you are applying for in the **subject line**, to: jobs@thamesriver.on.ca

If you do not have access to email, you may submit your resume by mail to:

Mary Sloan, Human Resources Assistant
Upper Thames River Conservation Authority,
1424 Clarke Road,
London, Ontario N5V 5B9

CLOSING DATE: Monday, May 15, 2017

***Applicants will be contacted ONLY if an interview is required.**

Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation. Applicants need to make their needs known in advance.