



THE CORPORATION OF THE
Township Of Pelee

JOB DESCRIPTION

Position Title: Campground Attendant

Reports To: Campground Supervisor

PRIMARY FUNCTION:

Campground Attendants are responsible for assisting with day-to-day operations including assisting with reservations and check-ins, campground store sales, and daily maintenance and cleaning tasks.

DUTIES AND RESPONSIBILITIES:

- Collect camping fees and store concession revenue;
- Perform opening and closing duties as directed by the Campground Supervisor;
- Stock and organize campground store;
- Maintain records of campground reservations;
- Respond to information inquiries about the East Park Campground and provide general tourist information on Pelee Island in a professional, courteous manner;
- Assist Administration and Supervisor in overseeing the online booking system to assist with booking cancellations and changes throughout the season;
- Ensure the public washrooms and store at the campground are clean and safe for public use;
- Maintain campsites by ensuring they are free of litter and fire pits are functional;
- Ensure public beach is free of litter; and
- Any other duties as assigned by the Campground Supervisor.