



The Corporation of the Township of Algonquin Highlands

Employment Opportunity

The Township of Algonquin Highlands Parks, Recreation and Trails Department is seeking four individuals to fulfill the following seasonal positions:

Position: Dorset Tower Attendants – 4 positions available

Contract Term: May – October 2024

Location of Work: Dorset Scenic Lookout Tower, 1191 Dorset Scenic Tower Road.

Reports to: Tower Coordinator

Job Description

- Working as a gatehouse attendant at the Dorset Scenic Lookout Tower property entrance gatehouse, selling and verifying entrance passes, giving attraction related information, parking directions and brochures;
- When not working in the gatehouse this position will alternate working in the on-site gift shop selling tower related memorabilia and caring for related displays;
- Sweeping, mopping, dusting and general custodial duties of gatehouse and gift shop space as well as cleaning and stocking of onsite vault privies and changing of garbage receptacles and picking up trash on grounds;
- Light groundskeeping duties including weeding of flowerpots and gardens, raking and removal of leaves, branches and debris;
- Climbing the tower to inspect for hazards and refuse;
- Processing cash, debit and credit payments, compiling and submitting day end shift reports.

Skills/Education

- This would be an ideal position for anyone seeking part-time work such as a student or a semi-retired individual;
- Some related customer service work experience/training preferred;
- Excellent customer service skills with a positive and outgoing personality;
- Comfortable using computers, calculating change with cash and facilitating transactions on point-of-sale debit/credit card systems;
- Knowledge of worker responsibilities under the Ontario Occupational Health & Safety Act;

- Reliable mode of transportation to and from work location;
- Ability to climb over 100 stairs to the top of the Tower structure;
- Comfortable with heights to ascend to the top of the Tower structure;
- Preferred candidates will be required to submit a criminal record check prior to being offered employment.

Hours: Four part-time positions are available, between 8 – 24 hours per week which coincide with the operating hours of the Dorset Tower.

- Attendant 1: Sunday – Wednesday
- Attendant 2: Wednesday – Saturday
- Attendant 3: Saturday, Sunday, Tuesday in addition to casual support
- Attendant 4: Casual support

Wage: \$18.25 - \$20.54 per hour

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however only those selected for an interview will be contacted.

Please submit your cover letter and resume by **3:00PM on Thursday, February 29, 2024** to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0
Email – dmugfordguay@algonquinhighlands.ca