

Selwyn Township Job Description

Position: Campground Lead Attendant (Seasonal)	Page: 1 of 3
Reports To: Recreation Facilities Supervisor	Date: January 2026
This Job Description is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Revised <input type="checkbox"/> Rescinded	

Job Summary:

To assist in overseeing the daily operation and maintenance of the Lakefield Campground, ensuring efficient campground, day-use and facility services.

Duties and Responsibilities:

1. Acting as the lead contact for Campground customers, provides customer service, including handling inquiries, calls for maintenance, complaints and providing general campground information.
2. Assists in the operation and maintenance of campground and day-use services, ensuring that facilities such as the washrooms, roads, grassy areas, gardens, campsites, trails, beach, parking areas, and waste management systems are safe and clean.
3. Responsible to provide an update to staff at shift change advising of any issues and/or matters requiring attention.
4. Responsible to inspect the Lakefield Campground, buildings and grounds on a daily basis and reports any problems or emergency situations directly to the Recreation Facilities Supervisor and/or Manager of Recreation Services.
5. Responsible to inventory supplies (such as ice, concession items and firewood), and/or maintenance items as required for the day-to-day operation and maintenance of the campground facilities. Will communicate the restocking needs to the Recreation Services Coordinator and/or Recreation Facilities Supervisor.
6. Assist with managing the online reservation system and check-in/check-out processes, ensuring an exceptional visitor experience. Ensure campers are registered and appropriate fees are collected and campers are directed to the appropriate campsite.
7. As required, provides back-up customer service support at the Lakefield Marina, ensuring that the relevant procedures are followed when servicing a boat.
8. Performs data entries for transactions into the cash register and online reservation system, counts, reconciles and records daily cash for deposit.
9. Produces and maintains any forms, records, reports and correspondence as required.

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10. Records and communicates to the Recreation Facilities Supervisor, any incidents or situations that may be hazardous to the public.
11. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information Act.
12. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health & Safety Policy.
13. Performs other duties and carries out special projects, as assigned.

Supervision:

This position requires the incumbent to act as a group leader and periodically direct the work of the Campground Attendants as assigned by the Recreation Facilities Supervisor.

Contacts:

Internal: With the Recreation Facilities Supervisor, Manager of Recreation Services, Recreation Services Coordinator and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Working predominately outdoors and requires good physical condition with the ability to handle some physical efforts and exertion.

Exposure to hazards and inclement weather conditions.

Job Knowledge:

High school diploma or equivalent with a minimum one year of experience in campground or park operations including knowledge of park management practices, outdoor recreation, environmental conservation and land management.

Candidates holding a Recreation and Leisure Services diploma or equivalent considered an asset.

Proven effective verbal and written communication skills as well as effective customer service skills.

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Experience handling cash, debit and credit card payments and operating a cash register, debit and/or credit card machines.

Good swimming skills required. Lifesaving training and/or certification would be an asset. CPR and Standard First Aid training considered an asset.

Food Handlers certificate considered an asset.

Requires a valid Class "G" or "G2" driver's license. Chainsaw Operator Certification considered an asset.

Key Competencies:

- Communication
- Customer Focus
- Initiative
- Interpersonal Skills
- Leadership
- Problem Solving
- Quality Service Orientation
- Teamwork and Cooperation