



JOB OPPORTUNITIES

The Township of Algonquin Highlands is seeking four (4) individuals to fulfill the following seasonal positions within the Trails Department:

- (1) Trail Technician/By-law Officer** (40 hrs per week – Apr. 27 to Oct. 31, 2010)
- (1) Trail Technician/By-Law Officer** (40 hours per week – Apr. 27 to Sept. 6, 2010)
- (2) Student Trail Technicians** (40 hrs per week June 28 to Aug. 27, 2010)

Reports to: Coordinator, Haliburton Highlands Water Trails & Hiking Trails

Job Description:

- Perform daily office administrative duties such as opening/closing, filing, sales, rentals cash/credit card handling, letters, mail, telephone inquiries, day ending reports, etc;
- Issue camping permits and register campers using reservation software;
- Act as a Tourism Ambassador for the County of Haliburton in providing area information to the inquiring public and at community events;
- Participate in the provision and development of new and existing Haliburton Highlands Water Trails & Hiking Trails programs, i.e. Adopt-A-Trail
- Perform trail, campsite, portage, fire pit, toilet and related equipment maintenance and inspections;
- Operate portable radio and satellite phone equipment; maintenance/operation of ½ ton 4x4 pickup truck, motorized boats, canoes, Atv's
- Patrol interior lakes and Forest Access Roads checking area campsite conditions and campers for valid permits;
- Receive, respond to and investigate complaints/violations to municipal by-laws;
- Perform the duties of a Municipal By-law Officer in the issuance of Offence Notices, eviction orders, collection of evidence, preparation of reports and attendance in court;
- Working as team a member or individually and in variable weather conditions;
- Other duties as assigned.

Skills/Education Preferred:

- 2 years related work experience;
- Enrolled in or seeking a post-secondary related program;
- Excellent customer service skills in dealing with the public, staff, and volunteers;
- Effective communication and interpersonal skills in potentially confrontation situations;
- Excellent computer skills including Microsoft Office Suite and internet search skills;
- Excellent organizational and time-management skills;
- Ontario Recreation Canoeing Association certification;
- First Aid/CPR certification;
- Demonstrated knowledge of workplace Health and Safety and WHMIS;
- Boat Operator and Chainsaw Safety certificates;
- Must possess a valid class "G2" driver's license for the Province of Ontario.

Hours of Work: Weekdays, weekends, stat holidays and evening hours per position.

Remuneration: Currently under review, ranges from \$11.99 to \$15.91 hourly. Benefit entitlements are per the Employment Standards Act

Persons are invited to inquire and apply in confidence. Please quote Job Title and submit your covering letter and resume **by 4:00 p.m. February 26, 2010** to:

Trails Department
c/o Township of Algonquin Highlands, R.R.# 2, 1123 North Shore Road
Minden, Ontario K0M 2K0
Or e-mail to: thehwt@aol.com

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.