



The Corporation of the Township of Algonquin Highlands Employment Opportunity

The Township of Algonquin Highlands Parks, Recreation and Trails Department is seeking one individual to fulfill the following seasonal position:

Position: Seasonal Trails Office Attendant – 1 position available

Contract Term: May – September 2025

Location of Work: 20130 Highway 35, Algonquin Highlands, ON

Reports to: Trails Coordinator or designate

Job Description

- Working at the Algonquin Highlands Trails Office in support of the Haliburton Highlands Water Trails (HHWT) backcountry canoe routes program;
- Answering phones, emails, walk-in inquiries, stocking and selling merchandise, making backcountry campsite reservations, providing canoe and related equipment rental services;
- Providing information and directions to patrons for access points, trails, Township area attractions;
- Processing cash, debit and credit payments, compiling and submitting day end shift reports;
- Sweeping, mopping, dusting and general custodial duties of the office, rental cabin, onsite vault privies and rental equipment;
- Light duty grounds keeping of the office grounds and gardens including picking up garbage, weeding of gardens and walkways, raking lawn;
- Ensuring brochure racks are kept stocked and organized;
- Monitoring and recording radio communications to track field staff operations;
- Provide support in assigned administrative related tasks;
- Other duties as assigned.

Preferred Skills

We are willing to provide training to the ideal candidates, the following are assets that would be beneficial;

- Ability to provide high quality customer service with some related experience or training;
- A positive and enthusiastic personality with confidence speaking to small family/friend groups of people to give instructions on and fitting of rental equipment;
- Comfortable using computers including email, reservation software, Microsoft Office Word and Excel, calculating change with cash and facilitating transactions on point of sale debit/credit card systems;
- Experience with and ability to lift rental canoes off canoe racks and portage a short distance to patrons, this requires overhead reaching, bending down and lifting a canoe between 40 to 55 pounds overhead;
- An interest or experience in canoeing, camping, hiking and related equipment to be able to give related information to patrons;
- Knowledge of and/or experience with area trails, canoe routes and Township related attractions;
- Knowledge of worker responsibilities under the Occupational Health & Safety Act;
- Reliable mode of transportation to and from work location;
- Preferred candidates will be required to submit a satisfactory Criminal Record Check upon being offered and prior to starting employment.

Hours: Part-time based on assigned schedule, between 16 – 24 hours per week. 8:30AM – 5:00PM Saturday and Sunday and every other Friday. Holidays including Victoria Day, Canada Day, Simcoe Day (Civic Holiday), Labour Day. Additional hours periodically as scheduled for training, covering staff vacation/sick time and to assist during busy periods.

Wage: \$19.64 - \$22.11

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 to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0

Email – dmugfordguay@algonquinhighlands.ca