

## Summer House Park Available Position: spring/summer 2018 Reservation Office & Guest Receptionist- Park Attendant

Summer House Park, at Miller Lake on the Bruce Peninsula, is a family vacation destination which offers tent and RV camping as well as a variety of rental accommodations and numerous activities. We are looking for a friendly, enthusiastic, responsible individual to join our registration office team.

Our registration office provides reservation and registration services as well as general help to our park guests. The Reservation Office & Guest Receptionist is the first contact with our customers and successful candidates for this position must be friendly, cheerful and demonstrate strong customer service skills. This position involves welcoming and registering guests, helping campers with general questions as well as monitoring park grounds. Candidate must be comfortable working in a fast-paced environment and proficient using computers and cash machines. Knowledge of local area attractions is beneficial for this position.

Long-term employment as well as part-time year round work is available for this position.

Responsible for:

- Administering phone reservations for campsites and rental accommodations.
- Greeting and registering both overnight and long-term seasonal guests.
- Coordinating work orders and guest requests with service work/maintenance and housekeeping teams.
- Assisting campers with general inquiries regarding park operations, activities and local attractions.
- Working efficiently with computer and reservation software, cash register and debit machine.
- Assisting with various park activities and special events.
- Working as a team member and co-operating with other park departments.
- Various office duties and paperwork.
- Monitoring park entrance and ensuring that various park procedures and rules are followed.
- Keeping office and reception area in a clean and tidy condition at all times.
- Assisting with park grounds patrol to ensure all guests and vehicles are registered.

Qualifications/Skills:

- Strong and effective interpersonal, communication skills and customer service skills.
- Practical experience working in customer service and the tourism industry is beneficial.
- Ability to work as a team and independently with minimum supervision.
- Cheerful and friendly disposition is essential.
- Strong organizational skills and tidy work habits.
- Flexible and able to add special assignments to work schedule.
- Computer familiarity and knowledge essential.
- Knowledge of local area attractions and services is beneficial.
- Transportation to and from work and your own accommodations are required.

### Duration:

Full-Time Seasonal- May to end of Labour Day weekend, 2018. Possible extension to mid-October.

### To Apply:

Send a **completed application form** which can be found on our website, as well as a covering letter describing your experiences and interests and your résumé to:

Carol Thompson or Darci Lombard- Summer House Park  
197 Miller Lake Rd.  
Miller Lake, ON N0H 1Z0  
(519) 795-7712

Documents may be sent electronically to - [darci@summerhousepark.ca](mailto:darci@summerhousepark.ca)