



## Reservation Office - Guest Services Representative

Join the Summer House Park team on the beautiful Saugeen Bruce Peninsula! We're a family-oriented camping resort, passionate about creating exceptional vacation experiences through thoughtful, responsible, and sustainable practices. If you're friendly, organized, and love helping people, this could be the perfect summer role for you. As part of our Registration Office team, you'll be the smiling face that welcomes guests, helps them get settled, and keeps things running smoothly behind the scenes.

### What You'll Do

- Welcome and register guests, take phone reservations, and assist with general inquiries
- Coordinate guest requests with maintenance and housekeeping teams
- Help campers with questions about park operations and local attractions
- Use computer and reservation systems, as well as cash and debit machines
- Support campground activities and special events
- Collaborate with other departments and assist with various office duties
- Monitor the park entrance, help enforce rules, and patrol grounds as needed
- Keep the office and reception area clean, organized, and welcoming

### What You'll Bring

- Cheerful, friendly, and professional with a strong customer-service mindset
- Clear verbal and written communication skills
- Comfort using computers for reservations, check-ins, and office tasks
- Ability to multitask in a fast-paced environment while staying organized and detail-oriented
- Reliable and flexible, with availability for weekends and peak summer periods
- Physically able to stand and walk throughout your shift
- Transportation and accommodation arranged independently
- Previous experience in customer service, hospitality, or office administration is an asset
- Knowledge of local attractions is a bonus
- Genuine interest in sustainability and supporting environmentally responsible practices

At Summer House Park, sustainability matters. We're looking for team members who share our commitment to protecting and preserving the environment while helping families create lasting summer memories.

**Duration/Hours/Compensation:** Full-time July and August. Start and end dates may be flexible. Hours may include evenings, weekends, and holidays. Part-time positions also available. Starting wages \$18-\$20 based on experience.

### How to Apply:

Please submit your resume and a brief note explaining your availability and relevant experience to [info@summerhousepark.ca](mailto:info@summerhousepark.ca). Qualified applicants must **complete the application form** which can be found on our main employment page on our website. We look forward to hearing from you!

**Hiring Acknowledgement and Agreement:** *Summer House Park is an equal opportunity employer and strives to ensure that its hiring process meets the needs of people of all abilities. As such, Summer House Park will provide reasonable accommodation for any applicant, as requested during the hiring process.*

*Summer House Park strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Summer House Park will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*