



**WESTKOOTENAY**  
PARKS

## **Gatehouse Attendant**

### **Blanket Creek/Martha Creek/McDonald Creek**

**STARTING WAGE:** \$25.00/H with Health/Dental benefit, and Fuel expense benefit.

**PERIOD OF EMPLOYMENT:** Season 2026

**HOURS:** 40 H/week; 10hr shifts; 3 days off, 12:30 to 23:00 position.  
Weekend and weekdays

#### **QUALIFICATIONS**

- Valid Class 5 Driver's License. **Must have a reliable vehicle.**
- Valid First Aid certification - minimum 8 hr, current at time of employment.
- WHMIS Certificate.
- A Driver's Abstract and a Criminal Record Check requested upon hiring.

#### **EXPERIENCE & QUALITIES**

- Sales experience (use of debit/credit, balancing funds, accurate cash outs).
- Strong computer competency required. With good organizational skills and initiative in a high paced work setting.
- Public safety and security – managing public behaviour. Excellent communication skills.
- Visitor/customer service and ability to work cooperatively within a highly motivated staff and volunteer team.
- Local knowledge of visitor opportunities is an asset.

#### **DUTIES**

- Use of web-based reservation system.
- Conduct sales of park use permits, firewood, and ice.
- Accurately enter data on a spreadsheet software tracking system.
- Provide Park visitors with safety information and direction, with tourism information.
- Successfully execute park security gaining voluntary compliance with visiting public.
- Help with daily clean up of campsites, washrooms, day use areas within a provincial park in support of maintenance crew.

**Resume with Cover Letter and 2 References** contacts must be emailed to  
[office@westkootenayparks.com](mailto:office@westkootenayparks.com).

**Only** chosen candidates with the required documents will be considered,  
interview invitation will be emailed 10 days prior to interview block starting March 25<sup>th</sup>.