



TOWN OF LAKE COWICHAN
Vancouver Island's best kept secret!

Summer Student – Campground Operations

Job Title	Summer Student – Campground Operations	Department	Economic Development & Tourism
Reports To	Manager of Economic Development and Tourism Services	Job Classification	<input type="checkbox"/> Management <input checked="" type="checkbox"/> Union
FTE	Seasonal	Pay Band/Grid	\$22.1138 - \$22.6881
Benefits	<p>1. Health and Wellness</p> <p><input type="checkbox"/> Extended Health, Allied Medical Services, Prescription</p> <p><input type="checkbox"/> Life Insurance</p> <p><input type="checkbox"/> Accidental Death and Dismemberment</p> <p><input type="checkbox"/> Dental</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Sick Leave</p> <p>2. Pension Plan</p> <p><input type="checkbox"/> Defined Benefit Pension Plan (MPP)</p> <p><input type="checkbox"/> Defined Contribution Pension Plan (RRSP)</p> <p>3. Training and Development</p> <p><input checked="" type="checkbox"/> Support for Professional & Technical Certificate Renewal</p> <p><input checked="" type="checkbox"/> Support for Tuition Reimbursement</p> <p>4. Work Location</p> <p><input checked="" type="checkbox"/> Onsite</p> <p><input type="checkbox"/> Remote</p> <p><input type="checkbox"/> Hybrid (Mixed of on-site and remote)</p>		

POSITION SUMMARY

Under the general direction of the Manager of Economic Development and Tourism Services, the Summer Student – Campground Operations provides hands-on support to the Town’s campground operations during the operating season. The position assists with day-to-day campground operations, maintenance, visitor services, and cleanliness of campground facilities, contributing to a safe, welcoming, and well-maintained environment for campers and visitors.

This role provides practical work experience in a public-facing, outdoor municipal setting and requires reliability, a positive attitude, and the ability to work safely in varying conditions.

GENERAL DUTIES

Campground Operations & Maintenance

- Assist with general campground maintenance including site clean-up, litter removal, light landscaping, and upkeep of common areas.
- Support the maintenance of campsites, fire pits, picnic tables, trails, and signage.
- Assist with setup and takedown of seasonal amenities and equipment.

Facilities & Washroom Maintenance

- Assist with cleaning, sanitizing, and restocking campground washroom and shower facilities.
- Maintain cleanliness of garbage, recycling, and waste disposal areas.
- Report maintenance issues, safety concerns, or vandalism to supervisory staff.

Visitor Services & Public Interaction

- Provide courteous and helpful assistance to campers and visitors.
- Answer basic questions related to campground rules, amenities, and local attractions.
- Promote positive campground use and adherence to posted regulations.
- Collect campground fees and other applicable charges in accordance with municipal policies and procedures.
- Issue receipts and maintain accurate records of funds collected.
- Securely remit collected funds, documentation, and reports to the Administration Office in accordance with established cash-handling and internal control procedures.
- Follow all municipal financial controls, accountability requirements, and supervisor instructions related to cash handling.
- Report discrepancies, issues, or concerns related to fee collection immediately to supervisory staff.

Equipment & Safety

- Use hand tools and light power equipment under supervision.
- Assist with loading, unloading, and transporting tools, supplies, and materials.

Health, Safety & Risk Management

- Conduct duties in compliance with WorkSafeBC requirements and municipal safety program and policies.
- Identify unsafe conditions and take appropriate enforcement or mitigation actions.
- Participate in emergency response or after-hours call-outs as required.

Other Duties

- Support special projects, system upgrades, and process improvements within the Economic and Tourism Services Department.
- Willingness to serve during a municipal emergency if called upon to do so.
- Perform other related duties assigned from time to time consistent with the responsibilities of the position.

QUALIFICATIONS, SKILLS, COMPETENCIES AND ABILITIES

Minimum Requirements

- Currently enrolled in, or recently graduated from, secondary or post-secondary education.

JD: Summer Student – Campground Operations

- Eligibility for applicable student employment programs (where required).
- Ability to perform physical work outdoors in varying weather conditions.
- Ability to follow instructions and work safely.
- Strong reliability, punctuality, and willingness to learn.
- Ability to work independently and as part of a team.
- Valid Class 5 BC Driver's Licence or ability to obtain one during employment is an asset
- Ability to maintain a satisfactory driving record, where driving is required

Skills

- Strong customer service and interpersonal skills with the ability to interact respectfully and courteously with the public, Council, staff, volunteers, contractors and other stakeholders.
- Strong problem-solving abilities and attention to detail.
- Ability to read work plans and prioritize tasks.

Competencies and Abilities

- Integrity and confidentiality
- Reliability and professionalism
- Collaboration and teamwork
- Adaptability and problem-solving