



EMPLOYMENT OPPORTUNITY

TRAILER PARK ASSISTANT

POSITION SUMMARY

Henvey Inlet First Nation is seeking a **Trailer Park Assistant** to join our Administration for a short-term seasonal contract from May 2025 to October 2025. The Trailer Park Assistant reports to the Trailer Park Manager and is responsible for assisting with operations and grounds maintenance for the trailer park and marina. This position requires excellent customer service skills and a strong work ethic.

MAIN RESPONSIBILITIES

The Trailer Park Assistant will be responsible to:

- Present a positive and professional image of the organization at all times
- Maintain docks throughout the season and repair, secure and/or re-anchor docks in event of shifting due to weather
- Maintain grounds through grass cutting, gardening of flower beds, driveway maintenance, and trash/debris collection and removal
- Assist with minor repairs relating to plumbing and carpentry issues as required to prolong asset integrity
- Ensure laundry facilities and bathrooms are always kept clean and have sufficient supply of toiletries at all times
- Ensure security of all Trailer Park and Marina equipment (ie - lawnmower, mechanized machinery, monitoring) and buildings at all times
- Perform regular maintenance on all PRTP equipment including repairs, oil changes, re-fueling, etc.
- Educate campers/cottagers of their responsibilities towards trash management
- Assist with communicating directives to all campers/cottagers for safety purposes and displaying public notices as required
- Assist with traffic control at the trailer park, directing campers/cottagers to designated parking areas
- Help create a supportive, safe and welcoming environment for summer students and campers/cottages
- Maintain ongoing communication with all campers/cottagers, attending to their needs with a customer-service focus
- Escalate safety concerns and customer service incidents to the Manager as appropriate
- Assist in documenting incidents and communicating with OPP relating to incidents as necessary and required by law
- Assist with collecting and recording payments and issuing receipts to customers as required
- Be aware of and assist with maintaining the register of customer names associated with boats and their dock slips with lot numbers
- Assist with maintaining daily records of business operations and duties in their absence
- Assist with training and coaching summer students
- Adhere to all HIFN Policies and Procedures
- Participate in mandatory training workshops, courses and certifications as required
- Attend and actively participate in trailer park, staff and community meetings
- Perform other duties as assigned from time-to-time by the Manager, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Must be 18 years of age or older
- Grade 12 diploma or equivalent
- Possess a valid Boat License required
- Valid Class G Driver's License an asset
- Current CPIC
- Current First Aid and CPR Level C
- Basic carpentry, plumbing and small motor repair experience an asset
- Previous maintenance experience, particularly park maintenance experience, an asset
- Excellent customer service skills
- Reliable to work flexible hours, including weekends

HOURS OF WORK

35.5 hrs/week, including evenings and weekends

Schedule to be determined by Manager

REMUNERATION

\$19.52/hour

START DATE

May 12, 2025

APPLICATION DEADLINE

May 1, 2025

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.