



# Town of Claresholm

Box 1000, Claresholm, AB T0L 0T0  
Phone (403) 625-3381 Fax (403) 625-3869

**POSITION TITLE: Campground Attendant(s)**

**GENERAL:**

Centennial Park Campground is open year round (unless otherwise determined by Town administration).

**POSITION SUMMARY:**

**General**

- Under the general direction of the CAO and the Superintendent of Public Works, the attendant is required to live onsite in housing provided by the Town of Claresholm. This housing is currently provided at no cost to the attendant. All utilities (except personal long distance calls) and cable/satellite television are provided at no cost to the attendant. A taxable benefit will be calculated and a T4 issued to the campground attendant at year end based on the current FMV of the housing being provided (For 2010 this amount is \$500 per month).
- Attendant is responsible for cleaning of housing and office facilities, both interior and exterior, on a regular basis. Any planters or gardening at the housing is maintained by the attendants.
- Attendant is responsible for cleaning and maintaining supplies in the campground washroom facilities daily, both interior and exterior. Washing and replacing shower curtains as required (shower curtains are provided by the Town).
- Attendant is required to clean the Spray Park bathrooms daily as part of their duties and to open up and lock the spray park washroom daily from the opening of the Spray Park in May until close in September.
- Making sure all washrooms (spray park and campground) are properly supplied with toilet paper, paper towels, soap etc. Supplies are provided by the Town.
- Ensuring the visitors to the campground are provided with pamphlets and information to enjoy their stay in our community and the area.
- ***Office and housing are no smoking facilities for both attendant and visitors alike.***
- Mowing grass, road and building maintenance, electrical and water issues are dealt with by Town of Claresholm employees and are not the responsibility of the attendant.
- Attendant will notify the Superintendent of Public Works when issues with the facility (housing, office, washrooms, picnic tables and such need the Town's attention).
- Taking reservations and registration of guests and collection of campground fees;
- Bring campground fees and supporting receipts to the Town Office a minimum of once a week (more frequently during busy times);
- Assists visitors with information on the area such as tourist destinations, downtown businesses, etc;
- Works with parks personnel and the Superintendent of Public Works to ensure campground is neat and well maintained.