



**District of Taylor  
Employment Opportunity**

**Peace Island Park Administrative Assistant  
(Full-Time Seasonal Position)**

Peace Island Park is operated by the District of Taylor, the fastest growing community in the Peace River Region. Taylor is a community that values and nurtures personal endeavor, affordable living, and unrivaled amenities for the whole family to enjoy. The park has 40 non-powered sites, 57 serviced sites, and 24 full serviced sites making it one of the largest campgrounds in the Peace River Region.

Reporting to the Peace Island Park Manager, the Peace Island Park Administrative Assistant is responsible for handling a variety of customer requests and supporting the Peace Island Park Manager and other park staff.

The responsibilities include, but are not limited to, booking, scheduling, tracking, and cancelling campground reservations as needed, answering customer inquiries and resolving customer complaints, handling payment transactions for all sites, firewood, and other items, and completing cash outs for preparation and delivery to the District office. The successful incumbent will also train for general administrative support coverage to other District of Taylor departments as required.

The successful applicant will have strong interpersonal, customer service, organizational, time management, written and verbal communication skills, have a strong independent work ethic and the ability to work effectively under pressure and adapt to changing priorities and deadlines, and be highly proficient in MS Office programs with the ability to learn new software. Knowledge and familiarity with Web based booking software and point-of-sale systems would be considered an asset.

The compensation range is \$20.73 - \$23.32 per hour, plus 4% vacation pay. The incumbent's pay rate will be based on a combination of the successful applicant's education and experience.

With your resume, please provide a cover letter that articulates how you meet the qualification provided in the job description. Submissions will be received until **Thursday, March 27, 2025, at 4:30 p.m. local time.**

**Please ensure that your submission clearly identifies the position being applied for and address your application to:**

District of Taylor

Attn: Mike Whalley, Interim Deputy Corporate Officer Email: [recruitment@districtoftaylor.com](mailto:recruitment@districtoftaylor.com)

Box 300

Taylor, BC V0C 2K0

Fax: (250) 789-3543

*While the District appreciates all applicants, only those short-listed will be contacted.*



## DISTRICT OF TAYLOR

### Peace Island Park Administrative Assistant

### Job Description

**Title:** Peace Island Park Administrative Assistant      **Date:** February 28, 2022

**Department:** Peace Island Park      **Job Category:** Clerical

**Reports To:** Peace Island Park Manager      **Job Number:**

**Interacts With:** Parks and Facilities Staff,  
Community Services Staff, Public Works Staff,  
and public      **Grade:**

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#### **General Summary:**

This position performs day to day office operations and upholds high customer service standards for Peace Island. The position is responsible for handling a variety of customer requests and supporting the Peace Island Park Manager and other park staff.

#### **Primary Duties and Responsibilities:**

##### **General**

- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the Park
- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis
- Trains as back-up and acts as position coverage to provide general administrative support to other District of Taylor departments as required

##### **Health and Safety**

- Awareness of and dedication to working safely according to applicable standards, policies and procedures

##### **Peace Island Park Administrative Services**

- Responsible to book, schedule, track, and cancel reservations as needed
- Answer customer questions and resolve customer complaints
- Handle payment transactions for sites, firewood and other items
- Complete cash outs and prepare for delivery to the District office

- Performs a variety of routine and non-routine duties including general cleaning of all areas of buildings, collecting and sorting of garbage and recycling, cleaning restrooms, and other minor maintenance tasks as directed
- Notifies management of the need for repairs if needed

### **Requirements and Qualifications:**

#### **Education and Experience:**

- Grade 12 Diploma or equivalent
- Certificate in Applied Business Technology or other related field
- Previous customer service experience
- Level 1 First Aid would be considered an asset
- Other combinations of education and experience may be considered

#### **Knowledge, Skills, and Abilities:**

- Excellent communication skills, both written and verbal
- Strong interpersonal skills with the ability to establish and maintain effective professional working relationships to deal tactfully and diplomatically with the different departments, general public, contractors and other stakeholders
- Well developed customer service skills
- Excellent computer skills including advanced familiarity with MS Office programs and the ability to learn new software
- Strong organisational skills with the ability to multi-task and prioritise varying workloads
- Excellent time management skills
- Comfortable working with and understands how to protect and maintain confidential information and material
- Effective organizational skills with a strong attention to detail
- Strong independent work ethic, able to establish priorities and set and meet objectives
- Exercises sound judgement and possesses strong analytical and problem-solving skills
- Ability to work effectively under pressure and adapt to changing priorities/deadlines
- Knowledge of point-of-sale systems
- Understanding of WHMIS principles and can work safely with a variety of cleaning supplies
- Familiarity with Web based booking software

#### **Other Requirements:**

- Clear Criminal Record Check
- Valid BC Driver's License with an acceptable Driver's Abstract
- Legally entitled to work in Canada

### **Working Conditions (environmental conditions, physical demands, travel, etc.):**

- This is a facility usage dependent position, with scheduled hours varying through the height of the season (generally May – October).
- Although there is some schedule flexibility, employees can expect to work weekends and some Statutory Holidays and there is limited availability for extended time off during high use periods
- Physical labour is an expectation in the role and the incumbent must have sufficient physical strength, stamina and coordination to permit the performance of light to medium indoor and outdoor work in all weather conditions

**Disclaimer:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

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**Approval:**

<u>Noiva Green - Chief Administration Office</u> Name/Title	<u></u> Signature	<u>02/03/2022</u> Date
<u>Ryan Galay, Director, Community Services</u> Name/Title	<u></u> Signature	<u>March 2, 2022</u> Date