



Job Title: Park Host

Hire Type: Contract Position

Hourly/Salary: Hourly for 37.5-40 hours/week

Contract Duration: Approximately 4 months, until beginning of September

Wage: \$14.75-\$15.50 CAD/hour (\$14.75-\$15.50 USD)/hour depending on qualifications

Benefits: All United States or Canadian statutory holidays paid dependent upon country of residency, with vacation pay accrued.

Full Time/Part Time: Full Time

Start Date: ~May 1st, 2023

Position Location: Calais, Maine/St. Stephen, New Brunswick

About the Opportunity

The St. Croix International Waterway Commission (SCIWC) is a non-profit that was established in 1986 by a Memorandum of Understanding between the State of Maine and the Province of New Brunswick to protect and manage the valuable natural resources of the St. Croix River.

The St. Croix International Waterway encompasses a 118 mile (190 kilometer) boundary watershed comprised of near wilderness setting along the some of the largest lakes in New Brunswick and Maine, to a 34 mile (55 kilometer) pristine scenic heritage river section recognized as one of the best canoeing and fishing regions in the Northeast.

SCIWC is looking for a **Park Host** to be part of our recreation team to assist in the day-to-day operations of three managed recreation parks in New Brunswick. Two parks are located along the upper St. Croix River in Beaconsfield, and the other is located on Spednic Lake. You will be the face of the SCIWC at the managed parks, helping campers and visitors connect to the natural and cultural heritage of the area.

The position will be a contracted full-time job, with weekend and holiday work required.

Seasonal campsite accommodations can be made at one of the three parks dependent upon fit and interest from candidates.

Roles and Responsibilities

The Park Host will report to the Recreation Supervisor and Programs Administrator to fulfill the following:

- Assisting in season-opening arrangements for the three managed parks including maintenance of recreation infrastructure.
- Implementation of campground policies and safety regulations.
- Respond to queries from campers and park visitors, help visitors with trip planning and advise on day use activities.
- Assisting campers with checking in and fielding queries about reservations.
- Completing janitorial and basic maintenance tasks related to recreation facilities at the parks.
- Facilitate and take payment from walk-in reservations and campfire wood sales.
- Assist in basic park care and maintenance of associated recreation lands and facilities.
- Communicate and check-in with the recreation supervisor and administrative staff.



Qualifications

- Able to work as part of a team.
- Ability to work in remote conditions exposed to cold, wet, and hot weather.
- Conflict resolution skills and calm-forward facing demeanor when dealing with customers.
- Ability to work safely, often independently in completing basic site care (firepit cleaning, lawn-mowing, brush clearing, sign posting).
- Ability to communicate both orally and in writing.
- Must be able to work in the United States and Canada, and able to pass a criminal record check.
- Must be willing to travel and possess a valid driver's license in Canada or the United States.
- Must be willing to travel across the international border between Canada and the United States for work purposes.

Assets

- Familiarity with the St. Croix River and area geography.
- Experience working from boats, kayaking/canoeing, and wading in moving water.
- First Aid and or wilderness first aid or equivalency.
- Comfortable trailering small boats and driving trucks.
- Experience in dealing with customers and being part of a forward facing role.

Please send a Resume to director@stcroix.org. For more information about this position please contact the St. Croix International Waterway Commission at 207-952-9069.