



Riverside RV Village

Condominium Corporation 9612304
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Riverside RV Village (Riverside) located in the town of Sundre, is seeking qualified applicants interested in providing park maintenance and superintendent services for the RV park.

Riverside has a salaried two-person seasonal position available from April 1, 2022 through to October 31, 2022. In addition to a monthly salary Riverside provides the use of a fully paid, fully serviced 3-bedroom park model home for the term of the stay, allowing the successful candidates to live on site. Options on the park model home are for work term or 12 months per year.

Duties include, but are not limited to:

- Cleaning of all buildings (clubhouse, washrooms, laundry areas)
- Maintain all common property, lawns, and roads of the park.
- Purchasing supplies and equipment when required.
- Manage money: petty cash and laundry funds; bank deposits when required.
- Retrieve mail from local post office daily.
- Maintain a schedule of booking for the clubhouse.
- Twice daily inspections and patrols throughout the park.
- Monitor and arrange for garbage pickup with provider.
- Ability to operate lawn mowers, motor vehicles, tractor and miscellaneous machinery and tools.
- Perform general administrative tasks as assigned by the Board, e.g., Account for expenditures, review, approve and forward invoices to the Board Treasurer and manage petty cash account.

Qualifications

- Experience with park management and maintenance would be an asset.
- Possess one or more of the following skills: mechanical skills, electrical, plumbing, painting, small equipment repair, carpentry, landscaping experience.
- Customer service experience is preferred.
- Basic office skills including Word and Excel are an asset
- Communication skills with an ability to take direction by Board of Directors.
- Successful applicants shall provide, at their own expense, a Certified Criminal Record Check; <https://www.rcmp-grc.gc.ca/en/criminal-record-checks>

Qualified candidates should send a resume stating your experience, including references, by email to: riverrvcorp@outlook.com on or before October 27, 2021.