



## JOB DESCRIPTION

**Position:** COLLECTOR / GATEHOUSE

**Reports to:** Park Manager

The Collector/Gatehouse position is responsible for the day to day revenue collections within specific parks in a region or bundle area.

**General Responsibilities (but not limited to):**

- To contribute to ensuring the Permit area is safe, clean, and functional.
- To collect revenue from all Park Campground users.
- To handle Discover Camping Reservations.
- To provide information to current and potential Park users.

**Specific Responsibilities (but not limited to):**

- Collection procedures:
  - Set up float and McBees.
  - Register campers using the One-Write camping permit and/or self registration envelopes and/or computer.
- Be aware of any problems and potential problem campers and refuse entry if necessary. If questionable, notify security as to potential problem camper, site number, etc.
- When campground is full, post "Closed" sign in designated area.
- End of shift:
  - Make new float.
  - Cash out.
  - Complete daily summary.
  - Deposit money and cash-out sheet in safe.
- Issue Refunds as necessary.
- Liaison with BC Parks office and local tourism centres to inform them on the campground attendance and available space.
- Discover Camping:
  - Have prepared and be knowledgeable of all incoming reservations.
  - Allocate sites to incoming reservation holders.
  - Register reservation holders.
- Conduct record keeping as required.