

Letter of Interest

2026 Season - Campground Attendant(s)

Summary

The Town of Beaverlodge is seeking friendly, responsible, and customer-service-oriented individual(s) to be Campground Attendant(s) at the Beaverlodge Pioneer Campground. In this role you will be responsible for ensuring a positive guest experience by maintaining the campground, assisting visitors, and overseeing daily operations. If you enjoy the outdoors and working with people, this is a great opportunity for you!

The campground attendant(s) will be expected to reside on site constantly throughout the camping season. The campground will be open mid-May 2026, until approximately October 10, 2026 (depending on freeze up). This is a contract position, which will be paid twice per month at a rate that is agreed upon by both the Attendant(s) and the Town of Beaverlodge. There will be an option to renew the contract for the 2027 season, subject to both parties agreeing.

Services to be provided by the Attendant(s):

The Attendant(s) will provide the following services:

- Travel Trailer, RV or Motorhome for personal use during the camping season;
- Greet and assist guests with check-in, check-out and campsite assignments;
- Provide information about campground rules, local attractions and amenities;
- Perform routine maintenance and cleaning of campground facilities, including restrooms, picnic areas, and fire pits;
- Enforce campground policies to ensure safety and a pleasant environment for all visitors;
- Monitor campground grounds and report any issues to management;
- Handle guest concerns and resolve minor issues in a professional manner;
- Process payments and maintain accurate records of reservations and transactions;
- Registering and collecting funds from travelers, including sewage disposal fees and shower usage fees, while maintaining accurate records.
- Providing payment reports to Town office daily or as agreed upon by attendant and Town;
- Reporting any damage or problems to the Town Office while performing any emergency maintenance;

- Encouraging campers to respect the 'quiet time' period;
- Ensuring online bookings take priority.

Items to be provided by the Town:

The Town will provide the following items:

- 1 full-service site, water & sewer hookups included;
- POS Terminal;
- Utilities for the operation of the campsite including power & water;
- Manpower for the maintenance of campsite, including mowing of grass, maintenance of sewer, power and other requirements that are not included in the responsibilities of the campground attendant(s);
- Campground cell phone for inquiries;
- Campground computer to access online booking and reports;
- Internet
- Compensation for other costs incurred by the campground attendant(s), which will be mutually agreed upon by both parties.

Qualifications & Requirements

- Previous experience in customer service, hospitality, or outdoor recreation is preferred but not required;
- Ability to communicate effectively and professionally with guests and team members;
- Basic knowledge of maintenance tasks such as cleaning, landscaping and minor repairs;
- Comfortable working outdoors in various weather conditions;
- Ability to work and reside onsite throughout camping season.

Submission Details

- **Deadline for Submission:** May 7, 2026
- **SUBMISSION FORMAT:** Electronic (PDF) or hard copy.
- **DELIVERY ADDRESS:** hr@beaverlodge.ca or PO Box 30, Beaverlodge, AB T0H 0C0
- **QUESTIONS and CLARIFICATIONS:** Direct all inquiries to Tina Letendre, 780-354-2201 ext: 1011 or tletendre@beaverlodge.ca

Terms And Conditions

- The Town of Beaverlodge reserves the right to accept or reject any or all submissions.
- The contract award is subject to approval by Town of Beaverlodge.
- Any costs incurred in proposal preparation are the responsibility of the proposer.
- The selected vendor must enter into a formal contract with The Town of Beaverlodge.