



Sudbury Mine, Mill & Smelter Worker's Union,
Local 598/Unifor
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**TO ALL ACTIVE MEMBERS OF
SUDBURY MINE, MILL & SMELTER WORKERS UNION
LOCAL 598/UNIFOR**

CAREER OPPORTUNITY – MINE MILL CAMPGROUND

July 2, 2015

Dear Brothers & Sisters,

Gord and Shirley Bailey have been our Mine Mill 598/Unifor Campground Managers since we began running our campgrounds in 2012.

They have given us notice that they plan on retiring and that this will be their last season working for us. Gord and Shirley have been dedicated, committed and have worked extremely hard to ensure our campground is a huge success. Our Local will need to hire their replacements.

Our Local has established a hiring committee and we still need to determine hours of work, rates of pay and other working conditions. We are offering this career opportunity to our active union members which will involve an annual work season from the end of April to the end of October.

If you are interested, please email Natalie Williamson with your resume and contact information no later than **Monday, July 27th, 2016**.

Attached you will find a list of job duties, routines and responsibilities.

In Solidarity,

Anne Marie MacInnis
President

MINE MILL CAMPGROUNDS

CAMPGROUND MANAGERS DUTIES

GROUNDS MANAGER

1. Maintain and operate water plant.
2. Must have the following skills
 - plumbing
 - maintain and operate heavy equipment and tractor
 - basic electrical skills
 - basic construction skills
3. Maintain and pump out septic systems on trailers.
4. Must have own set of tools.
5. Must have own vehicle (truck and trailer) to pick up and haul material items for job site.
6. Must be able to fix lawn mowers, whipper-snipper, etc.
7. Responsible for obtaining fire permit for central bonfire area.
8. Train and supervise student staff.
9. Maintain grounds throughout.
10. Must have experience bleeding water lines and be familiar with winterizing procedures.
11. Must be on call at all times (if needed by student staff or Mine Mill Union.)

LOG CABIN/OFFICE MANAGER

1. Keep track of lot assignments, payments, allocating lots, etc. (seasonal, over night and monthly campers)
2. Manage and resolve complaints.
3. Test water daily for chlorine.
4. Show craftshop to inquiring patrons for rental.
5. Balance daily sales reports.
6. Return all voice mail messages.
7. Supply ordering; ie: wood, ice, candy, pop, etc. as needed.
8. Open/close Laundromat daily - Empty laundromat (cash banks) as needed.
9. Clean washrooms (main and tent area).
10. Manage and train student staff.