

Applicant Information Sheet

2024 DOC Seasonal Recruitment

Work Group:	Heritage and Visitor
Role	Ranger, Campgrounds
Location	Momorangi
Dates of Employment	11 November 2024 – 28 March 2025
Number of Positions Available	1
Salary Band	The salary range for this position is \$58,816 to \$66,578 pro rata with the starting salary of the successful applicant being based on their relevant skills and experience.

About the Team

You would be part of the Momorangi Campground Team for the summer season, working from October through to end of March, sharing a roster with four other staff working on a rotating roster. You would be supported by the Picton Heritage & Visitor Supervisor based out of Picton.

The Sounds wider DOC team is made up of 20 permanent staff members working across Heritage and Visitor, Biodiversity and Community teams. The number of staff does fluctuate to meet the demand of the district over certain periods through-out the year increasing with seasonal, casual and fixed term roles.

About the Location

We are looking for a hardworking, enthusiastic and customer service focused person to assist with the daily operations of our Momorangi Campground for the 24/25 summer, ensuring the highest possible quality of visitor satisfaction. You will have the option to live onsite or live locally.

Key tasks:

These roles will see you working in a unique coastal setting where you will work as a team with the day-to-day operation of the Campground, including welcoming guests, processing online and in-person bookings, supporting with email and phone enquiries, selling essential items in campground store, cash handling and daily banking reconciliation, cleaning ablution and kitchen blocks, general landscape and maintenance tasks, and other tasks set out by the Site Team Leader.

You will be reporting to and supported by the Supervisor of the Heritage and Visitor team, based in Picton, but take direction from the Camp site team leader.

Capabilities

- Relevant experience in a similar role, with previous experience in cleaning and maintaining campground amenities and facilities, including monitoring water supplies and septic systems, landscaping and gardening.
- Experience using zero turn ride on lawn mowers, weed eaters, hedge trimmers, weed spraying.
- Use of own initiative to create solutions to problems
- Be self- motivated and operate well in a team environment, bring a sense of humour to the role
- Strong health and safety focus
- Tech savvy, or able to be taught to navigate the online reservation booking system.
- Previous customer service role
- A current full driving licence and first aid certificate

This role will include work during weekends and outside of normal hours as a standard expectation.

Additional Information: (eg. Roster / Accommodation):

You will have the option to live onsite or live locally. You will be working a 40-hour week, with two set days off per week although you must be available to work flexible hours, evenings, days, weekends and public holidays and on call work when required during the busy periods of the summer.