



TOWN OF BENTLEY
SEASONAL POSITION
2026 (May to September)
CAMPGROUND CARETAKER & SECURITY

The Town of Bentley invites applications from qualified individuals to perform the duties of Contracted Campground Caretaker and Security Services for the Bentley Municipal Campground. 2026 camping season, from mid-May to the end of September, (weather permitting)

Background:

The Town of Bentley owns and operates a public campground with a total of 34 un-serviced campsites. There is an indoor shower/washroom facility and an RV dumpsite. The area is fenced with one access/egress.

Current campground fees are \$25.00 per campground unit per night.

One campsite, for the Caretaker, is serviced with water, sewer, and power to accommodate a holiday trailer.

Objective:

1. Provide a safe and comfortable camping experience for visitors to Bentley and the area.
2. To ensure the Town's Campground Facilities are secure and free from vandalism and unnecessary damage.
3. To monitor the activities within the Campground and ensure that they do not have an adverse effect on the citizens of Bentley.
4. To provide timely and friendly response to campground visitors regarding inquiries/concerns or general knowledge of the area.
5. To assist with check-in and direct campers to the perspective campsites
6. Work with Town office staff to ensure that reservations are accurate, campers are in the correct site and fees are paid.

Scope of Work:

The successful individual(s) will be required to enter into a contract that will contain, but not be limited to the following provisions;

1. Provide 24-hour, 7 days per week, campground attendance
2. Live at the campground during the contract term and provide his or her own recreational vehicle lodging, on a site provided by the Town.
3. Abide by and enforce Campground Rules as established by the Town of Bentley Report any incidents of vandalism, unruly behavior, or criminal acts to the R.C.M.P. and to the Town of Bentley Municipal Office.

4. Routinely check the washrooms/shower building and maintain neatness and cleanliness by and routinely wash mirrors, clean toilets and shower stalls and floor. Monitor and replenish washroom supplies (bathroom tissue and hand towels) as required.
5. Maintain a neat and tidy and safe Campground by;
 - a. Routinely checking campground sites and undertaking maintenance such as ensuring campfires are extinguished, litter is picked up from the campsites, grassed areas and road. Report on any unsafe conditions in the Town of Bentley.
 - b. Grass cutting and weed whipping around campsites & tables.
 - c. Undertaking other minor maintenance and repairs as required.
6. Provide visitors with information on other business services available and information on things to see and do in the surrounding area. Information from the Municipal Office can be made available for use and distribution to campground visitors.
7. Assist campground visitors in obtaining help in emergency situations.
8. Liability Insurance Coverage of \$2,000,000.00 with the inclusion of the Town of Bentley as an additional named insured.
9. Assist the Town with enforcement of local Fire Bans and Lacombe County Fire Bans.
10. Option to supply and sell firewood with a valid Town of Bentley business license.

Compensation:

The successful contract employee will be provided with an amount of \$1,000 per month plus 20% of the campground registration fees collected. Will also include a campsite with serviced water, sewer, and power to accommodate a holiday trailer free of charge.

Application:

Please include in your application;

1. Relevant experience and why you should be considered for the position.
2. Supporting references including a Criminal Background Report

For inquiries or more information, please contact Cole Gibson, Town of Bentley at 403-748-4044 or email: cgibson@townofbentley.ca

Submit your application to

Cole Gibson Finance/Administrative Assistant
Town of Bentley
4918 – 50 Avenue
Box 179
Bentley, AB, T0C 0J0

THIS POSITION WILL BE POSTED UNTIL FILLED

Box 179, Bentley AB T0C 0J0 Ph.
403.748.4044 | Fx. 403.748.3213
info@TownofBentley.ca
www.TownofBentley.ca

