

Student – Bilingual Front Desk Assistant (Seasonal, Summer 2025)

- 📍 **Location:** Cymbria Campground & RV Park, Rustico, **Prince Edward Island**
 - 💰 **Wage:** \$18.00/hour
 - 🕒 **Hours:** 40 hours/week, **5 days per week**
 - 📅 **Term:** May 20 to late August 2025
 - 👤 **Position Available:** 1
 - 🏕️ **On-site camping available**
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About the Opportunity

Cymbria Campground & RV Park is seeking a **Bilingual Front Desk Assistant** for the 2025 summer season. This role is ideal for a friendly and organized individual with strong communication skills in **both French and English**, who enjoys working in a customer-facing environment and is looking for a unique seasonal job in a beautiful, nature-focused setting.

Located on the scenic North Shore of Prince Edward Island, just 25 minutes from Charlottetown, Cymbria Campground is a family-owned business that welcomes guests from across Canada, the U.S., and beyond.

Key Responsibilities

- Provide service and communication in both **French and English** (bilingual proficiency strongly preferred)
 - Manage guest reservations via phone, email, and in-person walk-ins
 - Register guests, accept payments, calculate additional fees as needed
 - Maintain daily tracking of site availability and prepare shift changeover reports
 - Operate the cash register and POS system for store sales and campsite rentals
 - Assist with sales of groceries, camping supplies, and mini-golf
 - Complete daily opening and closing duties, including cash summaries and inventory
 - Answer questions about local attractions, services, and events
 - Address guest requests or concerns professionally and promptly
 - Assist with pool maintenance and occasional light cleaning or grounds tasks
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Qualifications

- Must be currently enrolled in post-secondary education and will be returning to school in fall 2025
- Strong verbal and written communication skills in both **French and English**
- Experience in hospitality, retail, or customer service is an asset

- Proficient computer and POS/cash register skills
 - Friendly, outgoing personality and excellent interpersonal skills
 - Highly organized, self-motivated, and able to work independently
 - Must be available for a flexible schedule, including evenings and weekends
 - Enjoyment of outdoor work environments and commitment to eco-friendly practices
 - Valid driver's license and **reliable transportation** required
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What You'll Gain

- Valuable experience in customer service and campground operations
 - Opportunity to practice bilingual communication in a real-world setting
 - Hands-on experience with reservation systems, retail, and front desk procedures
 - A dynamic outdoor work environment with access to campground facilities while off duty
 - On-site camping available
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How to Apply

 **Email your resume to:** staff@cymbria.ca

 **Website:** www.cymbria.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.