



Bilingual Front Desk Assistant – Summer 2026 (Campground)


 **Location:** Cymbria Campground & RV Park, Rustico, Prince Edward Island

 **Wage:** \$19.00/hour

 **Hours:** 35-40 hours per week, 5 days/week

 **Term:** June 7 to September 7, 2026

 **Position Available:** 1

 Optional on-site camping accommodation available

About the Opportunity

Cymbria Campground & RV Park is hiring a Bilingual Front Desk Assistant for the 2026 summer season. This Summer 2026 position is ideal for candidates who enjoy guest service, working in tourism, and handling reservations and payments in a campground environment. Strong communication skills in both French and English are required. This role is well suited for post-secondary students or recent graduates interested in hospitality, tourism, or customer service. This is a seasonal position from **June 7 to September 7, 2026**.

Located on PEI's North Shore, approximately a 25-minute drive from Charlottetown, this family-owned campground welcomes guests from across Canada, the U.S., and internationally.

Key Responsibilities

- Front desk guest service in a tourism campground environment
- Provide guest service in both French and English
- Manage reservations via phone, email, and in person
- Check guests in and out, process payments, and apply applicable fees
- Track site availability and prepare shift reports
- Operate POS system for store and campsite sales
- Assist with retail sales, including camping supplies, snacks, and mini-golf
- Complete daily opening and closing procedures
- Answer questions about campground services and local attractions
- Respond to guest requests in a friendly and timely manner
- Assist with light cleaning and other front desk support duties as needed

Qualifications

- Post-secondary student (minimum one year completed) or recent post-secondary graduate
- Minimum 8 months of related experience required, preferably in a campground, RV park, hospitality, tourism, retail, or customer service setting
- Strong verbal and written communication skills in both French and English

- Comfortable using computers, reservation systems, POS systems, and cash handling procedures
- Professional, friendly, and comfortable interacting with guests in person, by phone, and by email
- Organized and able to work independently in a fast-paced environment
- Available for flexible hours, including evenings and weekends
- Valid driver's license and reliable transportation required

What We Offer

- Great summer job in PEI's tourism industry
- Hands-on experience in campground front desk, reservations, and guest services
- Opportunity to use French and English daily in a tourism setting
- Friendly team environment on PEI's North Shore
- Optional on-site camping accommodation available

How to Apply

 **Please 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.