

MARINA ATTENDANT (Summer Student Position)
GRAY'S CREEK MARINA

Responsibility

Reporting to the Manager of Field Services, the Marina Attendant efficiently carries out the day to day requirements for the orderly administration, maintenance and operations of the Gray's Creek Marina. This position is also responsible for welcoming visitors and the general public in a friendly and courteous manner. The Marina Attendant will also be required to perform other duties which can include environmental assessments and assisting with maintenance of our conservation areas.

Hours of Work Average of thirty-five (30) hours per week, various shifts and hours, including evenings, weekends and statutory holidays. This position would begin July 2nd, for 8 weeks.

Duties

- Keep marina facility and ground area near marina building, launch area and dock cleaned.
- Complete boat slip agreements, assign slips, maintain and keep accurate records of all boats in the marina.
- Monitor boats moored in the marina to ensure their security – well tied and free from vandalism.
- Accountable for selling supplies, collecting fees, handling cash and maintaining daily deposit slips, and balance receipts. Complete any other necessary administrative forms as required.
- Operate a cash register, and credit and debit terminals.
- Pump gas and take underground fuel tank dips and pump readings daily.
- Answer the telephone promptly and politely, provide information as needed.
- Must embody a strong customer service focus and public relations image toward the general public.
- Perform any other related duties as may be required or assigned by your supervisor.
- Be familiar with applicable occupational health and safety legislation; general knowledge of corporate/departmental policies and procedures related to health and safety.
- Assist with Osprey nest monitoring, littoral zone and shoreline surveys
- Assist with boat surveys and the shoreline restoration project
- Assist with general maintenance of conservation areas. This would include such things as cleaning washrooms, pickup and depositing garbage into dumpsters, grass cutting, painting

Skills

- Ability to work outdoors and in variable weather conditions
- Ability to work with others and independently
- Ability to perform general facility cleaning
- Public relations skills; ability to communicate courteously and effectively with co-workers and the general public
- Ability to perform general administrative skills including excellent computer skills; and
- Ability to perform basic accounting skills

- Physically fit and willing/able to work outdoors in all kinds of weather conditions
- Available to work flexible work hours

Qualifications

- Full time enrollment at an educational institution during preceding academic year
- Will be returning to full-time enrollment at an educational institution for upcoming academic year
- Demonstrate public relations skills
- Strong organizational skills and attention to detail
- Criminal / Vulnerable sector check required
- First Aid and CPR certification is an asset
- Valid Class G Driver's License with a clean abstract
- Student must provide and wear CSA approved safety footwear

Location Gray's Creek Marina

Pay Range \$14.00 per hour for over 18 years of age
\$13.15 per hour for under 18 years of age

To apply:

Please submit your cover letter and resume to: josianne.sabourin@rca.on.ca

Please indicate the position title in the subject line of your email. Please send your documentation as MS Word or PDF.

The application deadline is Friday, June 22, 2018 at 12:00 pm. Applications will be accepted after that date however preference will be given to those submitted prior to the deadline.

Applicants will be contacted only if an interview is required.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.