



POSITION: MARINA ATTENDANT
Department: Planning and Development
Reports to: Marina Manager

POSITION SUMMARY:

The Marina Attendant is responsible for registering boaters, ensuring rental agreements are completed, collecting the appropriate fees and maintaining the Marina. As well, the Marina Attendant shall promote the Municipality of Trent Hills to visitors of the Marina.

SKILLS:

- Ability to work outdoors and in variable weather conditions;
- Ability to work with others and independently;
- Ability to perform general facility cleaning/maintenance;
- Excellent public relation 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.

DUTIES AND KEY RESPONSIBILITIES:

- Greet boaters and tourists;
- Respond to inquiries by phone, e-mail and mail;
- Register boaters, provide information about docking services and fees, collect fees and respond to additional requests;
- Maintain inventory of brochures and information on Hastings & area businesses;
- Maintain and clean office and washroom facilities;
- Maintain data on visitors and inquiries;
- Provide a monthly report on office and boater traffic;
- Create a scrapbook of local information;
- Maintain up-to-date newspaper information; and
- Prepare daily deposit.

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;
- Valid Class G Driver's License with a clean abstract; and
- Demonstrated public relations skills.