



Position Description

Position Title:	Summer Student - Marina Attendant Supervisor at the Sorting Gap Marina.
Supervisor:	Recreation Supervisor
Employee Group:	Non-Union

Position Summary

- The Town of Fort Frances is seeking a responsible and customer-focused Post-Secondary Summer Student to fill the role of Student Marina Attendant Supervisor at the Sorting Gap Marina.
- The incumbent works a rotating schedule including days, evenings, and weekends and is responsible for the day-to-day operations of the marina, including the supervision of marina staff. This position plays a key role in providing excellent customer service, ensuring safe operations, and supporting an enjoyable experience for marina users and visitors.

Direction Received

- Reports to the Recreation Supervisor

Direction of Others

- Not applicable

Revenue, Asset and Expenditure Scope

- Not applicable

General Responsibilities

- Oversee daily operations of the Sorting Gap Marina

- Provide day-to-day supervision, direction, and support to marina staff
- Greet and assist customers in a professional and courteous manner
- Provide information regarding marina facilities, services, and local attractions
- Dispense fuel in accordance with safety guidelines and procedures
- Operate point-of-sale systems, including cash register transactions
- Prepare daily cash reports and deposits
- Manage inventory, supplies, and equipment
- Prepare and manage staff work schedules
- Ensure marina operations comply with safety standards, policies, and procedures
- Assist with administrative duties as required

Summer Student Eligibility Requirements

To be considered for a Summer Student position with the Town of Fort Frances, applicants must meet the following criteria:

- Post-Secondary Status: Applicants must intend to return to or commence full-time post-secondary studies (college, university, or trades program) during the Fall 2026 – Spring 2027 academic year.
- Previous Enrollment: Enrollment in a post-secondary institution during the Fall 2025 – Spring 2026 academic year is preferred but not required.
- High School Students: These positions are not available to high school students, unless they are already accepted and enrolled in a post-secondary program for the Fall 2026 – Spring 2027 academic year. High school students are encouraged to explore other employment opportunities with the Town.

Education and Qualifications:

- Must be currently enrolled in, or recently completed, a post-secondary education program
- Previous customer service experience required; supervisory experience is considered an asset
- Strong interpersonal, communication, and organizational skills
- Ability to work independently and handle multiple responsibilities
- Cash handling experience preferred
- Knowledge of marina operations, boating, or waterfront services is an asset
- Valid First Aid and CPR certification (or willingness to obtain prior to start date)
- Satisfactory Criminal Record Check

Working Conditions

- Incumbent works both indoors and outdoors and may be exposed to inclement weather on occasion
- Variable shifts including days, evenings, and occasional weekends
- Physically active role involving standing, walking, and lifting equipment
- Evening and weekend shifts required

Conditions of Employment

- The incumbent is required to provide a Vulnerable Sector Check