



Position Description

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

Position Summary

The Student Marina Assistant supports the daily operation of the Marina by providing excellent customer service, assisting with staff coordination, and ensuring the facility is safe, clean, and well maintained. This position works closely with the Program Director and seasonal staff to ensure smooth and efficient marina operations throughout the summer season.

Direction Received

- Reports to the Recreation Supervisor

Direction of Others

- Not applicable

Revenue, Asset and Expenditure Scope

- Not applicable

General Responsibilities

Marina Operations & Customer Service

- Perform day-to-day marina operations, including:
 - Pumping fuel
 - Assisting and serving customers

- Issuing and managing slip rentals
- Handling cash and processing transactions
- Open and close the marina in accordance with established procedures
- Maintain a clean, safe, and welcoming marina environment
- Clean marina buildings, grounds, and equipment as required

Administration & Inventory

- Order and track supplies needed for marina operations throughout the summer
- Report operational issues, incidents, or maintenance needs to the Program Director in a timely manner

Safety & Compliance

- Work in a safe and responsible manner at all times
- Adhere to all occupational health and safety regulations and marina policies
- Ensure marina grounds and docks remain clean, orderly, and hazard-free

Other

- Perform other related duties as assigned

Ideal Candidate Qualities

- Strong customer service and communication skills
- Ability to work both independently and as part of a team
- Responsible, reliable, and safety-conscious
- Comfortable working outdoors in a marina environment

Work Schedule

- Must be available to be scheduled for a minimum of 25 hours per week plus be available at least one day each weekend.
- Shifts include days, evenings, and weekends
- Rotational scheduling throughout the summer season

Conditions of Employment

- Valid Ontario Driver's Licence (Class G2 or equivalent)
- Available to work for the full summer season (until September)
- Returning to school in September