



EMPLOYMENT OPPORTUNITY

Boat House Attendant

Part-Time, Seasonal, Summer 2019

Reporting to the Communications & Customer Care Representatives and Administrative Manager, the Boat House Attendant is responsible for the efficient operation of the boat house, including, but not limited to, equipment rentals, rule enforcement and general upkeep.

Hours of Work

Mandatory training beginning May 6, 2019. Regular hours beginning May 17, 2019, including evenings and weekends until September 2, 2019. Earlier start date depending on weather & lake conditions.

Specific Duties

- ✓ Provide exceptional customer service and portray a professional manner
- ✓ Effectively respond to customer inquiries
- ✓ Check boats and equipment in and out for residents, assist them boarding and disembarking watercraft.
- ✓ Keep all boathouse items (lifejackets, equipment, etc.) organized
- ✓ Complete daily boat, equipment, waterfront inspections
- ✓ Complete appropriate forms in regard to park usage, equipment rentals, guests, etc.
- ✓ Enforce all Auburn Bay Residents Association rules
- ✓ Monitor Picnic Shelter rentals, splash park, playground and beach area
- ✓ Assist with setup and organization of programs and special events
- ✓ Assist with cleaning duties
- ✓ Required to work both Saturday, July 20 & Sunday, August 11 for the ABRA Special Events
- ✓ Be an effective public relations person for the ABRA and communicate effectively and courteously with staff and customers
- ✓ Educate and promote water safety to patrons whenever possible by using water smart materials
- ✓ Ad-hoc patrols of the waterfront to ensure compliance with rules and regulations.
- ✓ Other reasonable duties as required

Qualifications

- ✓ Excellent people skills
- ✓ Excellent communications skills
- ✓ Experience in a customer service role
- ✓ General computer knowledge
- ✓ Attention to detail
- ✓ Ability to work with others and take direction
- ✓ Ability to work independently
- ✓ Ability to take initiative
- ✓ Must be able to lift up to 50lbs
- ✓ Positive attitude
- ✓ Confidence in high stress situations
- ✓ Commitment to safety
- ✓ Satisfactory criminal background check
- ✓ CPR & First Aid Certification is an asset

How to Apply

Please forward your cover a letter with wage expectations and resume to:

By Email: communications@auburnbay.org

By Fax: (403) 930-6456

Position will remain open until a suitable candidate has been selected.

We thank all applicants, however only individuals selected for interviews will be contacted.