



RESIDENTS
ASSOCIATION

Employment Opportunity

Boathouse Attendant

PART-TIME, SEASONAL, SUMMER 2020

Reporting to the Communications & Customer Care Coordinator and Administrative Manager, the Boathouse Attendant is responsible for the efficient operation of the boathouse, including, but not limited to, equipment rentals, rule enforcement and general maintenance/upkeep.

HOURS OF WORK

Mandatory training beginning May 4, 2020. Regular hours beginning May 15, 20, including evenings and weekends until ending September 13, 2020. Regular may begin earlier depending on weather and 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;
- Complete appropriate forms and logs in regards to park usage, equipment rentals, guests, etc.;
- Keep all boathouse items (lifejackets, equipment, etc.) well organized;
- Enforce all Auburn Bay Residents Association rules;
- Adhere to all ABRA regulations, guidelines, policies and procedures, and safety program at all times;
- Monitor facility rentals (including gymnasium birthday party packages);
- Complete daily boat, equipment, waterfront inspections;
- Assist with setup and organization of special events;
- Monitor picnic shelter rentals, splash park, playground and beach area to ensure compliance with ABRA rules and regulations;
- Educate and promote water safety to patrons whenever possible by using water smart materials;
- Be an effective public relations person for the ABRA and communicate effectively and courteously with staff and customers;
- Assist with cleaning duties;
- Other reasonable duties as required;
- May be required to work the following events throughout the summer:
 - June 20, 2020 - Father's Day Laser Tag
 - June 28, 2020 - Bands & Brews at the Beach
 - July 20, 2020 - Beach Party
 - July 28, 2020 - 70.3 Ironman
 - August 7, 2020 - Movie Under the Stars
 - August 15, 2020 - Bands & Brews at the Beach: Encore
 - September 12, 2020 - End of Summer Fireworks Spectacular.



RESIDENTS
ASSOCIATION

Employment Opportunity

Boathouse Attendant

PART-TIME, SEASONAL, SUMMER 2020

QUALIFICATIONS

- Excellent people skills;
- Excellent communication skills;
- Ability to comprehend verbal and written instructions accurately;
- Experience in a customer service role;
- General computer knowledge;
- General knowledge of Microsoft Office programs;
- Attention to detail;
- Critical thinking and problem solving skills;
- Ability to work with others and take direction;
- Ability to work independently;
- Self-starter/ability to take initiative;
- Positive attitude;
- Confident in high stress situations;
- Ability to work under pressure;
- Ability to lift up to 50lbs;
- Commitment to safety;
- Satisfactory criminal background check;
- CPR & First Aid Certification is an asset;

If you are a hard worker, have a positive attitude, are willing to learn, and take pride in a job well done we would like you to join our team

HOW TO APPLY

Please forward a cover letter with wage expectations and resume:

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.