



RESIDENTS
ASSOCIATION

Employment Opportunity

Boathouse Attendant

PART-TIME, SEASONAL, SUMMER 2025

Join our vibrant team for an exciting summer experience! The Auburn Bay Residents Association (ABRA) is looking for reliable, motivated, and enthusiastic individuals to join our team as Boathouse Attendants for the 2025 summer season (May–September). In this role, you'll help residents enjoy the lake by assisting with boat rentals, ensuring safety protocols, and maintaining an inviting waterfront experience.

Shifts will vary, including weekdays, weekends, and evenings, and are weather dependent. If you love working outdoors and providing exceptional service, we'd love to have you on board!

SPECIFIC DUTIES

Reporting to the Boathouse Supervisor and Administrative Supervisors, 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.

- Provide exceptional customer service and portray a professional manner;
- Effectively respond to customer inquiries;
- Check boats and equipment out for residents, assist them with boarding and disembarking watercraft;
- Complete daily boat, equipment and waterfront inspections;
- Monitor picnic shelter rentals, splash park, playground and beach area to ensure compliance with ABRA rules and regulations;
- Assist with in-park duties such as maintenance and landscaping when required;
- Enforce all Auburn Bay Residents Association rules;
- Adhere to all ABRA regulations, guidelines, policies and procedures, and safety programs at all times;
- Educate and promote water safety;
- Be an effective public relations person for the ABRA and communicate effectively and courteously with staff and residents;
- Required to work special events;
- Other reasonable duties as required.

Must be able to available to attend summer staff orientation from May 5-9, 2025



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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;
- 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: officemanager@auburnbay.org

By fax: **(403) 930-6456**

The position will remain open until a suitable candidate has been selected.

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

The Auburn Bay Residents Association is proud to be an equal opportunity employer. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.