



RESIDENTS  
ASSOCIATION

# Employment Opportunity

## Boathouse Attendant

PART-TIME, SEASONAL, SUMMER 2026

### **Join our 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 2026 summer season (May-September).

Reporting to the Office Manager and the Administrative Supervisor, the Boathouse Attendant plays a key role in creating a safe, welcoming, and enjoyable waterfront experience for residents. This position is ideal for individuals who enjoy working outdoors, staying active, and engaging with the community.

Shifts vary and include weekdays, evenings, weekends, and special events.

Shifts are weather dependent.

Mandatory summer staff orientation: May 4-9, 2026 (attendance required).

### **KEY RESPONSIBILITIES**

- Provide exceptional customer service in a professional and friendly manner;
- Assist residents with boat and equipment rentals;
- Support safe boarding and disembarking of watercraft;
- Conduct daily inspections of boats, equipment, and waterfront areas;
- Monitor picnic shelters, splash park, playground, beach, and surrounding areas to ensure compliance with ABRA rules;
- Enforce all ABRA policies, regulations, and safety procedures;
- Educate residents on water safety and promote safe lake usage;
- Assist with general maintenance, upkeep, and landscaping duties as required;
- Represent ABRA in a positive and professional manner;
- Work special events as required;
- Perform other related duties as assigned.



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### QUALIFICATIONS

- Strong customer service and communication skills;
- Comfortable working outdoors in varying weather conditions;
- Ability to remain calm and confident in high-stress situations;
- Strong attention to detail;
- Ability to work independently and as part of a team;
- Strong problem-solving skills;
- Ability to follow verbal and written instructions accurately;
- General computer proficiency (Microsoft Office);
- Ability to lift up to 50 lbs;
- Ability to work evenings, weekends, and special events;
- Previous customer service experience preferred;
- 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](mailto: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.