



Canton
de
Champlain
Township

JOB DESCRIPTION

POSITION: Junior Arena, Parks and Marina Attendant – various locations
(4 positions available)

HOURS: Shift Work - Hours to be determined

REPORTS TO: Director of Parks and Recreation or her alternate

QUALIFICATIONS:

- Must be at least 15 years of age or older;
- Must have been a full-time student in the previous school year, and enrolled as a full time student for the upcoming year;
- Bilingual in both English and French;
- Good leadership, organizational and communication skills;
- Ability to work with the public;
- Outgoing, energetic and physically fit;
- Have basic cleaning and maintenance skills and work with minimum supervision;
- Must have First Aid, CPR and WHIMIS training or be willing to obtain these upon hiring;
- Must attend training sessions prior to start date;
- Able to operate a cash register and Interac machine and;
- Willing to submit to a Criminal Background Check

ASSET QUALIFICATION

- A valid driver's license.

DUTIES:

- Ensure that parks and facilities are kept clean during the shift and assist with the clean-up at the end of the shift;
- Do set-ups for various events;
- General park maintenance which includes picking up trash and emptying garbage cans;
- Dragging of the ball diamond on the days when there are games scheduled;
- Maintain good public relations and courtesy with visitors as well as fellow employees;

- Greet boaters in a pleasant manner and assist them in to lie up and cast off from the docking area;
- Make dock checks and filling out Boat Inspection Sheet;
- Take seasonal docking registrations, payments and acquiring completed Marine Lease Agreements as required;
- Ensure that the transient registration forms are completely filled out and reported in the daily Cash Report;
- Responsible for correctly following pump-out and gas procedures, as posted, when servicing a boat;
- Responsible for the daily cleanliness for the entire facility including grounds, buildings, dock area and parking lot;
- Monitor the behaviour of Marina guests and report any unruly or disorderly behaviour to the supervisor;
- Responsible for keeping track of retail Inventories, cleaning supplies and office supplies and report any shortages to the supervisor at the bottom of the Cash Report;
- Responsible for balancing their cash and Interac transactions and completing the Cash Report at the end of their shift;
- Ensure that the Marina Rules and Regulations, as posted, are adhered to and;
- Any other duties assigned by the Director of Parks and Recreation or her alternate.