

PICTOU WATERFRONT

Town of Pictou

Position: Marina & Waterfront Attendant

Term: May 27 - September 2, 2024 (dates are flexible)

Number of hours: Full time - 35 hours per week/some evenings required

Reports To: Marina Attendant

The Pictou Waterfront is a gathering place for residents and visitors where they can enjoy community events, live performances, and amenities including a visitor information centre, board walks, recreational activities, vendors and more.

Duties:

As a Marina & Waterfront Attendant, you will be an ambassador for the Town of Pictou ensuring all guests to the marina and Pictou waterfront, via boat or land, have a positive and memorable experience during their visit.

- Provide tourism related information to visitors which may include recommendations and directions to area attractions, activities, accommodations and dining.
- Assist supervisors or third parties with any special events or activities taking place on marina property and Pictou waterfront, such as the summer music concerts, recreational events, artisan markets, outdoor movie nights, children's activities, and other special events.
- Assist visitors with marine and land based recreational experiences, which may include kayaks, paddle boards, paddle boats, and bicycles; provide safety orientations and ensure all users are adhering to safety protocols.
- Carry out daily opening and closing duties including cleaning and securing equipment.
- Assists in marina related duties such as securing boats to docks and other boater services.
- Carry out routine cleaning and maintenance duties that meet established quality standards.
- Comply with instructions or duties as may be reasonably assigned

Qualifications:

- A positive, outgoing attitude combined with the ability to communicate fluently and relate well to customers in leisure and tourism environment
- Willingness to learn and be trained in events management and tourism services, marina operations, health and safety, and administration
- Ability to perform purchase transactions and perform other administrative duties
- Able to physically complete all required duties
- Attention to detail in all aspects of work
- Experience in a marina environment or willingness to learn about marina operations
- Ideal for candidates looking to pursue careers in recreation, tourism or marketing

**If you are interested in applying for this position,
please forward your resume and cover letter, no later than April 30th, to
Linda Townsend at linda@shiftcreativemarketing.com.**