

# HECTOR QUAY VISITORS MARINA

**Position:** Part-time Marina Attendant

**Term:** June 27 - September 5, 2022 (dates flexible)

**Number of hours:** 10 to 15 hours per week (mostly weekends)

**Reports To:** Dockmaster

For the last 20 years, The Hector Quay Visitor Marina has been more than just a facility to service local and transient boaters. As an asset of the Town of Pictou, the marina property is the heart of the Pictou Waterfront and is a gathering place for residents and visitors where they can enjoy community events and marina amenities including a visitor information centre, board walks, recreational activities, vendors and more.

## **Duties:**

As a Marina Attendant for the Hector Quay Visitor Marina, you will be an ambassador for the Town of Pictou ensuring all guests to the marina, 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 such as the summer musical concert series, recreational tutorials, guided marine experiences, weekly pop-up 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, cash reconciliation, etc.
- 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 for all marina related operations including wharf and floating dock, marina office, exterior grounds, waste and recycling disposal, shower facilities and public washrooms.
- Provide general security by reporting any disturbances in marina area to superiors or RCMP if required; maintains general vigilance.
- 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
- Proficient swimmer
- 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 to  
Linda Townsend at [linda@shiftcreativemarketing.com](mailto:linda@shiftcreativemarketing.com).**