



Recreation and Community Services Attendant

Summer Position (May – September)

Competition #2023-03

We are looking for five (5) Recreation & Community Services Attendants to join our team this summer! Working under the direction of the Harbour Master, the Recreation and Community Services Attendants will assist with the operation of the Town Wharf and Tourist Information Centre including administration and launch ramp operations. The Recreation and Community Services Attendants will meet and greet visitors and provide tourist information.

Duties include but are not limited to:

- Provide excellent customer service in person, over the phone, and through email communications.
- Act as a community ambassador when greeting visitors at the Tourist Information Centre. This includes providing information about activities, attractions, shopping, and more.
- Sell passes to the launch ramp and parking lot facilities as well as miscellaneous giftware.
- Maintain interior and exterior entry into Tourist Information Centre in a pleasing and presentable condition. Light housekeeping at the Tourist Information Centre including dusting, vacuuming, etc.
- Monitor boaters and collect the appropriate fees. Assist boaters with launching, as required.

Required Qualifications:

- Current certification in Standard First Aid and CPR Level C.
- Excellent communication skills with the ability to work effectively within a team.
- Ability to receive direction and carry out duties with little supervision.
- Good time management skills, punctual and responsible.
- Must have basic math skills for selling passes and giftware.
- Bilingual in French and English is an asset.
- Previous manual labour experience is an asset.
- Working knowledge of WHMIS is an asset.
- Understanding of Health and Safety and ability to follow regulations as set out by the Occupational Health and Safety Act.

Compensation: Starting at minimum wage as per the Employment Standards Act plus 4% vacation pay, based on a 40-hour work week. This position requires the employee to work various shifts including days, evenings and weekend. This position involves outdoor work in various weather conditions.

Interested individuals are asked to forward their resume and cover letter to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.