



Come for a visit. Stay for a lifestyle.

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Trent Hills is looking to add to its team and invites applications for the summer student position of:

Marina Attendant

Position # 1: Contract, full-time

May 5, 2025 – September 1, 2025

Hourly rate: \$17.20 – 40 hours per week

Position # 2: Contract, full-time in July and August

Nights and weekends beginning in May. Full-time hours starting in July.

Hourly rate: \$17.20

* There is the opportunity for weekend shifts in September until Thanksgiving weekend for both positions.

Reporting to the Community Services Manager, the Marina Attendant summer student is responsible for registering boaters, ensuring rental agreements are completed, collecting the appropriate fees and maintaining the Marina. As well, the Marina Attendant shall promote the Municipality of Trent Hills to visitors of the Marina.

Duties and Key Responsibilities:

- Greet boaters and tourists;
- Respond to inquiries by phone, e-mail and mail;
- Register boaters, provide information about docking services and fees, collect fees and respond to additional requests;
- Assist in docking boats;
- Complete pump-outs;
- Maintain and clean office and washroom facilities;
- Maintain data on visitors and inquiries;
- Provide a monthly report on office and boater traffic;
- Prepare daily deposit.

Eligibility and Qualifications:

- Related post-secondary education is preferred;
- Full-time enrollment at an educational institution during preceding academic year;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Must provide own CSA approved safety footwear;
- First Aid and CPR certification;
- WHMIS certification;
- Demonstrated public relations skills.

This position is open to both post-secondary students and High School students.

If you wish to apply for more than one job, please apply to each position individually and clearly outline the position you are applying to.

How to Apply:

Please submit covering letter and resume to:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030, 66 Front Street S
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Position: Marina Attendant

Department: Community Services

Reports to: Community Services Manager and Parks and Recreation Leadhand

Position Summary:

The Marina Attendant summer student is responsible for registering boaters, ensuring rental agreements are completed, collecting the appropriate fees and maintaining the Marina. As well, the Marina Attendant summer student shall promote the Municipality of Trent Hills to visitors of the Marina.

Skills:

- Ability to work outdoors and in variable weather conditions;
- Ability to work with others and independently;
- Ability to perform general facility cleaning/maintenance;
- Excellent public relation skills - Ability to communicate courteously and effectively with coworkers and the general public;
- Ability to perform general administrative skills including excellent computer skills;
- Ability to perform basic accounting skills.

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Acknowledgement

Employee Signature: _____

Date: _____