



## Recreation and Community Services Attendant

Summer Position (May – September)

**Competition # 2021-04**

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 9,000 located on the southerly tip of beautiful Georgian Bay. 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 Attendant 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:**

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, **clearly marked Recreation and Community Services Attendant, no later than 4:30 p.m. on May 30<sup>th</sup>, 2021** to the Human Resources Department by email: [hr@penetanguishene.ca](mailto:hr@penetanguishene.ca)

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. The Town will accommodate materials or processes required based on the individual's needs upon request in accordance with the Integrated Accessibility Regulation.