



Seasonal Opportunity

Marina Attendant - Lunenburg Waterfront

About Develop Nova Scotia

Develop Nova Scotia is a Nova Scotia Provincial Crown Corporation that contributes to economic growth by developing key waterfront properties in Nova Scotia to maximize their economic impact. We plan, develop, program and manage this land in partnership with private businesses and public sector partners. The revenue generated through these partnerships is reinvested in waterfront infrastructure for the public and to create new platforms for business that support high potential sectors in our economy.

Develop Nova Scotia invites applications for the term position of Marina Attendant based on the Lunenburg waterfront. The successful candidate will join a forward thinking, creative team with a true passion for their work.

Reporting to the Marine and Property Managers, the Marina Attendant is the face of Develop Nova Scotia on the ground, providing information to visitors, working to enhance property presentation and cleanliness, the daily operation of our marine services program, assisting with special events, and other duties as required. Ultimately, the Marina Attendant works to ensure all visitors enjoy a world-class waterfront experience each time they visit.

The goal of Develop Nova Scotia is to be a diverse workforce that is representative, at all job levels, of the citizens they serve. Develop Nova Scotia is an equal opportunity employer and welcomes applications from Aboriginal persons, African Nova Scotians and other racially visible persons, persons with disabilities, and women in occupations or positions where they are under-represented. Members of these groups are encouraged to apply and may self-identify through their application materials if they wish.

As some positions may be funded through the Canada Summer Jobs Grant, applicable program requirements may be followed including age guidelines. Please visit <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html> for details.

Please visit www.developns.ca for more details on Develop Nova Scotia's mandate and programs.

Closes: April 6, 2021

Job Description

Description: This position is responsible for managing the day-to-day operations of the wharves and floating docks managed by Develop Nova Scotia with an office located on the Lunenburg waterfront. It also entails various tasks related to property cleanliness and maintenance, as well as support of special events and other functions of the waterfront. As front-line staff representing Develop Nova Scotia, this position requires an individual with excellent customer service skills, an engaging personality and willingness to perform hands-on tasks ensuring marina and property cleanliness. As a member of a small team, the position also requires a high degree of cooperation with other members of the staff while also having the ability to work independently.

Education & Experience: Completion of High School or equivalent. Other education or experience related to marina operations and office skills are desired. Excellent computer skills are necessary.

Compensation: \$13.40 to \$15.40 per hour (commensurate with experience), 35 hours/week

Term: May 17, 2021 - September 30, 2021. Day, evening and weekend shift work required.

Primary Responsibilities:

Marina Attendant Customer Service/Public Relations Duties: The Marina Attendant is often the first point of contact for visitors to the waterfront by land and sea. As such, the position is responsible for:

- Communicating effectively with visitors, responding to questions, proactively promoting events, attractions and activities;
Providing an enthusiastic, friendly information resource on the waterfront and
- Providing the Develop Nova Scotia Marketing & Communications team with potential photos/content for social media, web site etc.;
- Capture photography and video content of waterfront for use on social media (basic cellular device camera) as directed by the Marketing & Communications team;
- Conduct satisfaction surveys for data collection throughout the season (2 hours, 2-3 times per week), and
- Assist with event hosting/sponsorship activations as required.

Marine Services Program Duties:

- Acting as liaison between the Marine Manager and visiting vessels as well as Marina tenants;
- Handling daily public interface between visiting vessels and the Marina Office including bookings, free daytime berthing program registration, vessel dockside reception, fee collections and provision of information to visitors of waterfront amenities. Comfortable and professional in fielding inquiries by phone, email, and

VHF radio and responsible to sufficiently maintain an onsite office and marine inventory.

- Assisting with coordination of other marine events including tournaments, regattas and group bookings;
- Maintaining the Marine Services office in a presentable fashion for guests and clients;
- Maintaining records of the marina including files, reservations and berthing passes, and
- Drafting general correspondence for the marina and receiving and responding to emails and phone calls on behalf of the Lunenburg Waterfront Marina.

Property Presentation & Cleanliness Duties:

- Pro-actively carrying out daily tasks to ensure cleanliness along the entire Lunenburg waterfront. These tasks include completing daily sweeps of the property, picking up litter and debris;
- Assisting with special events during setup, operation and loadout;
- Assisting the Develop Nova Scotia Lunenburg Property Manager with minor maintenance related tasks;
- Notifying the maintenance team of potential issues, and
- Emptying waste receptacles.

Required Skills:

Communication: Excellent written and verbal communication skills are essential. Must be able to work independently and as part of a team.

Computers: Must be proficient with Apple products and their software as well as Microsoft Word, Excel and Adobe Acrobat. Must be able to produce professional documents for communication and distribution.

Other:

- Experience working in a marine environment an asset;
- Good interpersonal and office equipment skills are necessary;
- Small Craft Operators card is an asset;
- Radio Operators Certificate - Maritime (ROC-M) is an asset;
- Experience operating small watercrafts is an asset;
- Experience in landscaping, light carpentry, painting and general maintenance preferred;
- Experience handling cash, Visa and debit transactions an asset;
- Valid Driver's License (Drivers Licenses of the classes 6, 7 and 8 are not considered sufficient);
- Valid Standard First Aid Certificate an asset;
- Position will include extensive walking as well as physical labour both indoors and outdoors in variable weather conditions, and

- A passion for the waterfront is essential.

Return Resumes to:

Attention: Heather Russell
Develop Nova Scotia
Old Red Store, Historic Properties
Suite 301 - 1875 Upper Water St.
Halifax, NS B3J 1S9
Email: careers@developns.ca

Review of applications will commence on April 7, 2021 with the expected start date for the position being May 17, 2021. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.