



Are you an energetic, team-oriented individual who has an outgoing personality and enjoys working outdoors and meeting new people?

The Port Alberni Port Authority (PAPA) is offering positions for **Seasonal Marina and Facilities Attendants** from March 1<sup>st</sup> to September 30<sup>th</sup> to work at Clutesi Haven Marina, Harbour Quay Marina, Fishermen's Harbour, and China Creek Marina and Campground.

These positions are well suited to youths, semi-retired individuals and those who enjoy working in a dynamic, fast paced, team-oriented environment.

The Port Alberni Port Authority offers a starting wage of \$17.75 per hour. Returning Seasonal Marina and Facilities Attendants also receive an additional wage increase. Successful candidates are eligible to apply for the Port Alberni Port Authority Annual Gillian Trumper Memorial Bursary which awards the successful candidate a \$3500 Educational Bursary.

The Port Alberni Authority is committed to the safety of our customers and our staff. In addition to providing specific on the job training, PAPA also has a COVID safety plan to reduce risks, which includes the use of personal protection gear, physical barriers, and regular sanitisation of common spaces. Interactions with public are conducted outdoors and office space is limited to staff only.

Seasonal Marina Attendant duties include, but are not limited to:

- | <u>Office Duties</u>  | <u>Other Duties</u>   | <u>Janitorial Duties</u>  |
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| <ul style="list-style-type: none"><li>• Answering calls</li><li>• Making reservations</li><li>• Processing payments</li><li>• Collecting fees and doing cash outs</li><li>• Registering customers</li></ul> | <ul style="list-style-type: none"><li>• Assisting with launching vessels &amp; moorage</li><li>• General grounds &amp; dock maintenance</li><li>• Fuel Dock services</li><li>• Painting &amp; pressure washing</li><li>• Ice House labour and sales</li></ul> | <ul style="list-style-type: none"><li>• Regular sanitising</li><li>• Cleaning common areas and public washrooms</li><li>• Garbage Pick-up and Removal</li></ul> |

The following Skills and Qualities are considered assets:

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| <ul style="list-style-type: none"><li>• General maintenance and repair</li><li>• Use of power equipment such as pressure washers, lawn mowers and weed eaters</li><li>• Cash handling experience, office &amp; computer skills</li><li>• General knowledge of the marine industry, the Alberni Inlet or Port Authority facilities</li></ul> | <ul style="list-style-type: none"><li>• Friendly and outgoing</li><li>• Team oriented</li><li>• Customer service oriented</li><li>• Ability to be professional in public interactions</li><li>• Able to work with minimal supervision</li><li>• Able to work early mornings, evenings, weekends, and holidays</li></ul> |
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\*A valid Driver's License and transportation is an asset and required for positions at China Creek Campground For the detailed Job Description click here: <https://papa-appa.ca/opportunities/employment-opportunities/>

Applications must include a cover letter, resume and (2) references.

Email applications to Lisa Scherbarth, Manager of Administration & Properties @ [lscherbarth@papa-appa.ca](mailto:lscherbarth@papa-appa.ca) or by mail, addressed to:

**Port Alberni Port Authority**  
**Attention: Lisa Scherbarth, Manager of Administration and Properties**  
**2750 Harbour Rd**  
**Port Alberni, BC V9Y7X2**

*Please note that only those candidates selected for an interview will be contacted.*