



EMPLOYMENT OPPORTUNITY: SUMMER STUDENTS (4 POSITIONS)

Applications will be accepted until Monday May 1, 2023, at 4:30 p.m. for **Marina Attendant** (3 positions) and **Landscaping/Grounds Assistant** (1 position) for the Village of Hilton Beach.

Marina Attendant

As marina staff, you are the first point of contact for all visitors and as such are required to be respectful, polite, and friendly. Marina staff are responsible for guiding and directing boaters into slips and for assisting in securing boats to and releasing boats from their mooring. Marina staff register boaters and complete retail sales transactions. Duties also include maintenance of the marina facility and grounds. Familiarity with boating, boating regulations, and use of a VHF radio is considered an asset.

Landscaping/Grounds Assistant

This position will assist with maintaining the grounds around the Village of Hilton Beach and will include duties such as cutting grass, trimming, pruning, raking, weeding, and painting along with small repair jobs. Familiarity with landscaping equipment and power tools is considered an asset.

Qualifications

- Excellent interpersonal and customer service skills
- Punctual and responsible, fast learner and eager to assist
- Ability to multi-task and work without supervision
- Knowledge of health and safety protocols

Please forward your resume and cover letter to Jillian Hayes, Clerk-Treasurer, Village of Hilton Beach jillian@hiltonbeach.com.

All applicants are thanked for their interest but only those selected for an interview will be contacted. The Village of Hilton Beach is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.