



Job Posting 25-00

Campground/Marina Attendant Summer Student

The Town of Cobourg is seeking qualified candidates to fill the role of Campground/ Marina Attendant for the Summer of 2025.

The primary duties of this position include:

- Interact directly with guests, tourists and residents. Inform, educate and serve as ambassadors of the municipality. Perform administrative duties in the Marina and Victoria Park Campground area of the Waterfront Operations Department. Assist guests and stakeholders with direction and tourism information.
- Deal with cash transactions, reservations and check in processes of marina and campground guests.
- Perform re-fueling of gas and diesel on the fuel dock.
- Perform general cleaning of facility property, buildings & equipment.
- Assist with minor repairs to equipment and facilities.
- Assist in maintaining painted surfaces and keep in good repair.
- Perform pump-outs to vessels on the fuel dock and trailers in the campground.
- Assist in docking vessels, assigning slips and completing Dock-Walks.
- Assist in positioning trailers and assigning sites.
- Assist in maintaining marina and campground grounds in an attractive condition.
- Other duties as assigned.

Working Conditions:

- This position is a summer student position working 40 hours a week as governed by the Collective Agreement and will include weekends, statutory holidays, and afternoon shifts.
- This position involves a variety of moderate level physical labour activities with the majority of the work being performed outdoors at times of intense sun or rain and cold.
- Computer work related to duties will be required.

The successful candidate:

- **Must possess a valid “G2” Driver’s Licence or higher with a satisfactory drivers record as deemed by the corporation.**
- Must be returning to full time studies in fall of 2025.
- Must obtain a Satisfactory Police Record Check upon employment.
- Must possess valid First aid and CPR or be willing to obtain upon request.
- Ability to walk & stand for extended periods.
- Ability to lift/pull 70lbs on a regular basis.
- Ability to climb ladders up to 20ft. in height.
- Excellent customer service, communication and organizational skills.
- Ability to handle cash and debit transactions.
- Knowledge of basic word, excel, computer skills.
- Experience boating and/or valid PCOC preferred.
- VHF Radio license preferred.
- Must be a team player as well as able to work independently.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at HumanResources@cobourg.ca. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.