



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 looking to fill the following 4 (four) temporary positions:

- **Seasonal Marina and Facilities Attendant**
- **Recreation Attendant**
- **Digitalization and Administrative Assistant**
- **Dock+ Attendant**

These temporary positions will be filled from June 24th to September 1st, 2024 under the Canada Summer Job Grant program.

The positions are well suited to youths, 15 – 30 years old who enjoy working in a dynamic, fast paced, team-oriented environment.

The Port Alberni Port Authority offers a starting wage of \$17.75 to \$18.25 per hour, with a 35-hour week. 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.

Duties may include, but are not limited to:

For Marina & Facilities Attendant, Recreation Attendant, and Dock+ Attendant:

Office Duties

- Answering calls
- Making reservations
- Processing payments
- Collecting fees and doing cash outs
- Registering customers

Other Duties

- Assisting with launching vessels & moorage
- General grounds & dock maintenance
- Fuel Dock services
- Painting & pressure washing
- Ice House labour and sales
- Creating and facilitating youth programs

Janitorial Duties

- Regular sanitising
- Cleaning common areas and public washrooms
- Garbage Pick-up and Removal
- Laundry

For Digitalization and Administrative Assistant:

Office Duties

- Digitization of Maps, Photographs, and Historical Documents
- Develop and implement efficient electronic document management systems to organize, store, and retrieve digital records
- Operate scanning equipment to convert physical maps, photographs, and historical documents into digital formats

Other Duties

- Provide general administrative support to the Port Authority, including data entry, filing, and recordkeeping
- Assist in managing and updating administrative databases and systems
- Answering calls
- Coordinating meetings for management and staff

The following Skills and Qualities are considered assets:

- Friendly and outgoing
 - Team oriented
 - Customer service oriented
 - Ability to be professional in public interactions
 - Able to work with minimal supervision
 - Able to work early mornings, evenings, weekends, and holidays
- (*Attendant Positions Only*)**

*A valid Driver's License and transportation is an asset and required for positions at China Creek Campground
For detailed Job Descriptions click here: <https://papa-appa.ca/opportunities/employment-opportunities/>

Applications must include a cover letter, resume and (2) references and sent in by May 31st at 4:00 pm.
Please email applications to Human Resources @ careers@papa-appa.ca or by mail, addressed to:

Port Alberni Port Authority
Attention: Human Resources
2750 Harbour Rd
Port Alberni, BC V9Y7X2

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