

PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, BC V9Y 7X2
Tel. (250) 723-5312 Fax. (250) 723-1114
www.portalberniportauthority.ca



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Employment Opportunity: Temporary Marina Coordinator

The Port Alberni Port Authority (PAPA) is now accepting applications for the position of Temporary Marina Coordinator to cover a leave of absence.

A Marina Coordinator provides services to the operations of all marina facilities under direction of the Manager Marina Services. A position may be based primarily at one facility, but work at any of the Port Authority's marina facilities is required. As a representative of the Port Authority, the employee must act and advocate in the best interests of the organization.

Primary responsibilities of the Marina Coordinator are:

- Ensures effective, courteous service delivery to customers of the Port Authority facilities.
- Provides fueling services to vessels, accepts payments, records daily sales and fuel inventory, remits cash and other payments to the Port Authority on a regular basis as directed.
- At specified facilities, completes reservations for campers and allocates assigned space for campers.
- Monitors activities at the assigned facilities to ensure all operations function within the Port Authority policies and guidelines. At specified facilities, oversees gates, winch and sanitation pump usage.
- Collect and removes garbage from grounds and pathways, empties garbage bins and ensures all areas of the facilities are presentable. Perform janitorial duties at assigned facilities.
- Routinely inspects operating, maintenance and emergency equipment including, power boxes, utility services and fire suppression equipment; reports variances to Manager Marina Services.
- Records a daily inventory of vessels and campers as applicable. Following approved processes and procedures, ensures that all facility usage fees are recorded and invoiced as per the Port Authority approved tariffs. Remits collected fees and sales receipts, and provides the deposit information to the Port Authority office on a regular basis as directed.
- Supervises the daily work of assigned regular, seasonal and casual Marina Attendants.
- At the direction of the Manager Marina Services, may assist with the training of Marina Attendants who are assigned to marina facilities.
- Other duties as required

Related experience at a marina, campground, or other similar facility as well as general customer service and office experience are considered assets.

A full job description can be found at: <https://papa-appa.ca/opportunities/employment-opportunities/>

All qualified applicants must send their resume, along with cover letter and three reference by **Saturday, October 1st, 2022 via Email to:**

Lisa Scherbarth
Manager of Administration and Properties
lscherbarth@papa-appa.ca