



Seasonal Opportunity

Marina Attendants - Halifax Waterfront

Develop Nova Scotia is the Province's Crown Corporation, responsible for leading sustainable development of high-potential property and infrastructure across our province to drive economic and population growth. In short, we build things—and how we build them matters as much as what we build. We engage Nova Scotia's diverse communities to lead and support projects that create to inclusive, sustainable places that people love. Our mission is to support the creation of sustainable places across Nova Scotia that attract people and inspire investment. We focus on planning, development, and management of land and infrastructure by, for, and with people. We believe a focus on working with community develops strong places that are intensely local, inclusive, and environmentally sustainable.

Develop Nova Scotia invites applications for the term position of **Marina Attendant** based on the Halifax waterfront. The successful candidate will join a forward-thinking, creative, and passionate bunch of placemakers who work hard to steward some of Nova Scotia's most-loved places and create vibrant experiences on land and on the water.

Reporting to the Marine and Property Managers, Marina Attendants are the face of Develop Nova Scotia on the ground—providing information to visitors, working to enhance property presentation and cleanliness, running the daily operations of our marine services program, assisting with special events, and other duties as required. Ultimately, Marina Attendants work to ensure all visitors enjoy a high-quality waterfront experience each time they visit.

Develop Nova Scotia is actively working to be deliberate in how we engage communities in our work to ensure all voices are at the table—especially those who traditionally haven't been there before. We're also working to build a diverse team that reflects our communities at all job levels. Develop Nova Scotia's values are deeply rooted in diversity, equity, inclusion, and reconciliation and we encourage applications from Indigenous persons, African Nova Scotians, people of colour, people with disabilities, and women in occupations or positions where they are underrepresented. Members of these groups are welcome to self-identify through their application materials if they wish.

As some positions may be funded through the Canada Summer Jobs Grant, applicable program requirements may be followed including age guidelines. Please visit <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html> for details.

Please visit www.developns.ca for more details on Develop Nova Scotia's mandate and programs.



Closes: March 28, 2022, 4:30 PM (AST)

Job Description

Description: This position is responsible for managing the day-to-day operations of the wharves and floating docks managed by Develop Nova Scotia with an office located on the Halifax waterfront. It also entails various tasks related to property cleanliness and maintenance, as well as support of special events and other functions of the waterfront. As front-line staff representing Develop Nova Scotia, this position requires an individual with excellent customer service skills, an engaging personality and willingness to perform hands-on tasks ensuring marina and property cleanliness. As a member of a small team, the position also requires a high degree of cooperation with other members of the staff while also having the ability to work independently.

Education & Experience: Completion of High School or equivalent. Other education or experience related to marina operations and office skills are desired. Excellent computer skills are necessary.

Compensation: \$14.35 to \$16.35 per hour (commensurate with experience), 35 hours/week

Term: May 2, 2022 - August 31, 2022. Day, evening and weekend shift work required. Persons able to work through the end of September or October are encouraged to apply.

Primary Responsibilities:

Marina Attendant Customer Service/Public Relations Duties: Marina Attendants are often the first point of contact for visitors to the waterfront by land and sea. As such, the position is responsible for:

- communicating effectively with visitors, responding to questions, proactively promoting events, attractions and activities.
- providing an enthusiastic, friendly information resource on the waterfront and
- providing the Develop Nova Scotia Marketing & Communications team with potential photos/content for social media, website etc.
- capture photography and video content of waterfront for use on social media (basic Smartphone camera) as directed by the Marketing & Communications team.
- conduct satisfaction surveys for data collection throughout the season (2 hours, 2-3 times per week).
- assist with event hosting/sponsorship activations as required.

Marine Services Program Duties:

- Acting as liaison between the Marine Manager and visiting vessels as well as Marina tenants.
- Handling daily public interface between visiting vessels and the Marina Office including bookings, free daytime berthing program registration, vessel dockside reception, fee collections, and provision of information to visitors of waterfront; amenities.
- Comfortable and professional in fielding inquiries by phone, email, and VHF radio and responsible to sufficiently maintain an onsite office and marine inventory.
- Assisting with coordination of other marine events including tournaments, regattas and group bookings.
- Promoting and ensuring compliance of marine users to the Blue Flag Marina standard.
- Maintaining the Marine Services office in a presentable fashion for guests and clients.
- Maintaining records of the marina including files, reservations and berthing passes.
- Drafting general correspondence for the marina and receiving and responding to emails and phone calls on behalf of the Halifax Waterfront Marina.

Property Presentation & Cleanliness Duties:

- Pro-actively carrying out daily tasks to ensure cleanliness along the entire Halifax waterfront. These tasks include completing daily sweeps of the property, picking up litter and debris.
- Assisting with special events during setup, operation, and loadout.
- Assisting the Develop Nova Scotia maintenance team with minor tasks.
- Notifying the maintenance team of potential issues.
- Servicing Develop Nova Scotia's public restrooms in Salt Yard as required.
- Emptying waste receptacles.
- Marina Attendants must be prepared to provide direct support and assistance to Develop Nova Scotia Waterfront Attendants and all Property and Maintenance Operations as may be necessary.

Required Skills:

Communication: Excellent written and verbal communication skills are essential. Must be able to work independently and as part of a team.

Computers: Must be proficient with Apple products and their software as well as Microsoft Word, Excel, and Adobe Acrobat. Must be able to produce professional documents for communication and distribution.



Other:

- Experience working in a marine environment an asset;
- Good interpersonal and office equipment skills are necessary;
- Small Craft Operators card is an asset;
- Radio Operators Certificate - Maritime (ROC-M) is an asset;
- Experience operating small watercrafts is an asset;
- Experience in landscaping, light carpentry, painting and general maintenance preferred;
- Experience handling cash, Visa and debit transactions an asset;
- Valid Driver's License (Drivers Licenses of classes 6, 7 and 8 are not considered sufficient);
- Valid Standard First Aid Certificate an asset;
- Position will include extensive walking as well as physical labour both indoors and outdoors in variable weather conditions, and
- A passion for the waterfront is essential.

Return Resumes to:

Attention: Heather Wright
Develop Nova Scotia
Old Red Store, Historic Properties
Suite 301 - 1875 Upper Water St.
Halifax, NS B3J 1S9
Email: careers@developns.ca

Review of applications will commence on March 29, 2022 with the expected start date for the position being May 2, 2022. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.