



**EMPLOYMENT OPPORTUNITY**  
**Scudder Marina Attendant**

The Township of Pelee is accepting resumes for Marina Attendants until **April 12, 2024**. Marina Attendants are primarily responsible for assisting with day-to-day operations including assisting with boater reservations and check-ins, the small store, and daily maintenance and cleaning tasks.

Attendants will work onsite at Scudder Marina. Duties will range from outdoor work to office assignments.

Specific duties will include:

- Assist with building and ground maintenance around the marina facilities including landscaping, painting, and janitorial duties;
- Administrative duties including office sales, as well as, balancing daily cash transactions;
- Stocking and organizing inventory within the small store;
- Assisting boaters, and tourists through on-site information, as well as, over the phone and/or by email; and
- Operating a marine band radio and assisting with the dockage of incoming vessels, as well as, fueling vessels, as required.

Attendants will be expected to interact with the public, other island businesses, and tourists as the marina is an important tourist information centre for Pelee Island. Attendants will communicate appropriately and professionally with the public and assist tourists with information about the island, as a tourism destination, along with the above specified duties.

This is a seasonal position; hours may range from part-time in the spring and fall months to full-time in July and August. Applicants must be able to work flexible hours including evenings, weekends and holidays, May through early September with potential opportunities for fall hours. Applicants must be located, or willing to relocate to Pelee Island for the duration of this position to successfully fill this role.

Please forward any questions to [kristine.horst@pelee.ca](mailto:kristine.horst@pelee.ca) or by calling 519-724-2931.

Applicants are required to submit a resume. Resumes will be received until **April 12, 2024 at 4:00 p.m.** Applications can be submitted by mail, email or dropped off in person to the Municipal Office:

C/O Kristine Horst, Township Administrator/Clerk  
CONFIDENTIAL  
Township of Pelee  
1045 West Shore Rd  
Pelee Island, ON  
N0R 1M0

email: [kristine.horst@pelee.ca](mailto:kristine.horst@pelee.ca)  
Subject: Marina Attendant Position