

Who We Are:

Come Play in the Bay!

Old Town Bay Marina is your gateway to beautiful Shuswap Lake. Just minutes from Sicamous—the Houseboat Capital of Canada—our marina offers direct access to adventure on the water.

Our splinter-free, state-of-the-art facility features a secured, gated marina with complimentary member parking. Moorage includes outdoor trailer parking, private washrooms and showers, laundry facilities, and porter service. Guests also have access to premium fuel, pump-out facilities, recreation rentals, water taxi service, off-site and on-site permit parking, a boat launch, as well as our fully stocked Marina Store and Office. And don't forget to visit the brand-new **Old Town Bay Marina Pub!**

Old Town Bay Marina is also proud to be home to **Twin Anchors Houseboat Vacations**, Canada's largest houseboat company. With everything you need in one place, Old Town Bay Marina truly has it all.

We are now hiring energetic team members to join our Marina crew! If you're passionate about delivering great customer service and enjoy working in a fun, fast-paced environment, we'd love to have you on board.

Job Title:

Old Town Bay Marina Attendant

Job Description

As a **Marina Attendant**, you will be the first point of contact for our guests and members. You will assist with day-to-day marina operations, provide outstanding customer service, and ensure a safe, clean, and welcoming environment. This role is ideal for someone who enjoys working outdoors, helping people, and being part of a team in a fast-paced, customer-focused setting.

Duties and Responsibilities:

- Fuel boats, ensure customer charges are recorded and correct
- Understand proper fueling safety processes
- Dock clean-up and garbage removal from fuel dock
- Pressure washing, brushing docks, maintaining a clean workplace
- General yard clean up and light custodial duties.
- Help porter moorage customers, with golf carts / ATV's
- Assist in the store and office
- Locking up dock shack (EOD)
- Responsible for proper close out procedures
- Checking moorage customers tie lines, bumpers, and power cords
- Keep slips clear of debris

- Check parking permits – distribute tow slips to no pass vehicles
- Help our teammates from across the dock when time permits
- Valid Driver's license
- Ability to do repairs and maintenance throughout the Marina

Required Skills and Knowledge:

- Ability to follow instructions and provide clear direction to customers.
- Physically able to lift up to 50 lbs.
- Strong customer service skills with a positive, helpful attitude.
- Works effectively as part of a team.
- Maintains a professional appearance and takes pride in wearing the uniform.
- Self-motivated; takes initiative and completes tasks independently.
- Reliable, responsible, and able to work in all weather conditions.
- Flexible to work shifts, weekends, and up to 40 hours per week.
- Comfortable working both independently and with others
- High School Education, Driver's License
- Computer experiences an asset, Word, Excel, E-mail
- Effective communication skills, organizational skills, time management, professionalism, good attitude and willing to help attitude, can follow instruction and give instruction.

Must currently be legally able to work in Canada