



The Corporation of the Municipality of West Nipissing

JOB POSTING

DATE: April 2 2026

POSITION:	Marina Supervisor/Lead
TYPE:	Seasonal Full Time (May to October)
REPORTING TO:	Facilities Manager, Manager of Recreation and Leisure
HOURS OF WORK:	35 hours a week (shift work - days, evenings, and weekends)
LOCATION:	West Nipissing Municipal Marina - Minnehaha Bay
SALARY	\$25.00/hourly

GENERAL DUTIES

- Assist the Facilities Manager and Manager of Recreation and Leisure with the day-to-day operations, scheduling, and supervision of marina attendants.
- Ensure attendants work safely and efficiently consistent with Occupational Health and Safety Guidelines.
- Promote the marina and services professionally and courteously.
- Manage all administration activities related to fuel sales, boat slip rentals, launch passes and canteen sales/ inventory.
- Ensure customer and public safety as well as cleanliness of marina facilities.
- Address customer and public inquiries with tact and diplomacy.
- Perform daily, weekly, and monthly inspections of marina facilities and log accordingly.
- Report any concerns with staff, customers, or the public to the Facilities Manager.
- Report any site, facility or building issues/concerns to the Facilities Manager.
- Perform other duties as required by the Facilities Manager.

QUALIFICATIONS

- Post-Secondary Education or work experience in a related field.
- Fluent in French and English.
- Excellent communication skills.
- Good working knowledge of Internet, Email and MS Office (Word, Excel, and Outlook) and other data base software.
- Great organizational and time management skills.

- First Aid, WHMIS or CPR certification are assets.
- Ability to work independently with limited supervision/direction.
- Previous supervisory experience in a retail environment and proficiency with cash, debit, credit card transactions and cash balancing.

APPLICATION

Applications for this position will be accepted, in confidence, until **April 24, 2026, at 4PM.**

Applicants must send a detailed resume to : Sonal Brahmhatt CHRP
Municipality of West Nipissing
101-225 Holditch Street
Sturgeon Falls, ON P2B 1T1
hr@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.