

Employment Opportunity: Marina Desk Clerk (Non-Student Position) 2 positions

Overview:

The Marina Desk Clerk will assist the Superintendent of Marina and Recreation and Supervisor with the day-to-day front desk services at the Gananoque Municipal Marina. The position is to respond positively to customers and visitors, answering questions and handling requests that are in the scope of the position's overall responsibilities. The Marina Desk Clerk coordinates transient reservations and retail purchases, processes daily transactions with customers which may include but are not limited to, guest moorage assignment, registration, pump outs, responding to email inquiries and end of day duties. They will also lead our summer student team in the absence of the Superintendent of Marina and Recreation and/or Supervisors. In addition to these administrative tasks, the Marina Desk Clerk will be responsible for greeting and assisting and verifying marina guests docking, undocking and securing boats, conducting dock checks and inspections, verifying transient check ins and check outs, maintaining cleanliness and safety of the docks and marina facilities while referring to daily checklists.

Qualifications:

- A minimum of Grade 12 level of education
- A minimum of 3 years customer service experience
- HMS or other Point of Sale system experience required
- Competent computer skills including, but not limited to Microsoft Office
- A proven record of good public relations and communication is required
- Knowledge of boating and the 1000 Islands preferred
- Bilingualism would be considered an asset
- Must be able to work with minimal supervision
- Ability to direct student staff
- Strong Work ethic
- Satisfactory Canadian Police Information Centre (CPIC) check

Work Environment:

- The work week will be determined, up to 37.5 hours per week, subject to Council approval.
- Evening and weekend work is required
- Work is completed outside in all weather conditions
- Must be able to work at a computer in a standing position for up to 10 hours per day
- This position requires a person who can work independently, multi-task and work in a busy, sometimes disruptive, office environment
- Must be able to provide customer service to the public in a friendly, respectful and helpful manner on a regular basis while carrying out related tasks.
- This is a seasonal position with a starting wage of \$25.57 per hour

All applications must clearly indicate "Marina Desk Clerk" Interested applicants should apply in confidence no later than: **Friday, February 13, 2026, at 4:00 P.M.** to the attention of:

Human Resources, Town of Gananoque
30 King Street East, Gananoque Ontario, K7G 1E9
Phone: 613-382-2149 Email: hr@gananoque.ca

The Town of Gananoque is an equal opportunity employer. Accessibility accommodations are available throughout the recruitment process. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and used solely for candidate selection.