



THE MUNICIPALITY OF THE COUNTY OF RICHMOND  
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

**POSITION: Surf Rental Coordinator (2 positions available)**

**LOCATION:** Point Michaud Beach

**SALARY:** \$17.50/hour - 35 hours per week – 10 weeks

Reporting to the Director of Community Development and Recreation, the Surf Rental Coordinator is responsible for providing rental equipment services, registration of programming and special events as well as maintaining rental equipment at Point Michaud Beach. Working collaboratively as part of a team, this position provides welcoming, high-quality customer service to individuals renting equipment and participating in beach-based programs. Based on a 35-hour work week, this position requires the candidate to work weekends.

**RESPONSIBILITIES:**

- Coordinate equipment rentals for residents and visitors at Point Michaud Beach, including wetsuits, surfboards, skim boards, stand-up paddleboards, etc.
- Support summer staff with registration for programming at the beach
- Carefully sanitize equipment after every use
- Document all information surrounding rentals
- Maintain cleanliness of surf equipment and surf hut
- Other responsibilities as designated by the staff of the Recreation Department

**REQUIREMENTS:**

- Must be friendly, outgoing and able to deliver exceptional customer service
- Organization and communication skills
- Attention to detail
- Cash handling experience
- Ability to work under minimal supervision
- Ability to work flexible hours
- First Aid/CPR (will provide training)
- WMIS/OHS Certificates (will provide training)
- Vulnerable Sector/Criminal Record Check
- Child Abuse Registry Check

Email resume to [recreation@richmondcounty.ca](mailto:recreation@richmondcounty.ca)

**Deadline to apply is Thursday, May 14 at 2:00 pm.**