



OPEN TO: Individuals between the ages of 15 - 30 years old

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

LOCATION: Point Michaud Beach

SALARY: \$14.50/hour - 35 hours per week for 10 weeks

RESPONSIBILITIES:

The Surfing Rental Coordinator will report to the staff of Recreation Department and will be asked to:

- Responsible to coordinate equipment rentals to include ensuring all rental forms and waivers are properly filled out and payments are accurate.
- Answering phone calls, fielding questions, coordinating bookings
- Advertising/promotion for our summer surf programs/lessons
- Planning/coordination of our annual Surf Classic including sending donation letters
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

- First Aid/CPR *
- WHMIS/OHS certificates *
- HighFive training *
- Fundamental Movement Skills training *
- Strong communication skills
- Experience working with children is an asset

* If an applicant does not have these certificates/training, the Recreation Department will provide the successful candidate with the training prior to the first lesson.