



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

OPEN TO: Individuals between the ages of 15 - 30 years old  
POSITION: **Surfing Rental Coordinator (2 positions available)**  
LOCATION: Point Michaud Beach  
SALARY: \$16.75/hour - 35 hours per week for 10 weeks  
TERM: June 24 – August 31, 2024

**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

Submit application to Ronalda Boudreau via email to [rboudreau@richmondcounty.ca](mailto:rboudreau@richmondcounty.ca)

**Deadline to apply is May 9, 2024**

\* 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.