



Dock Supervisor-Canada Summer Job Program

Are you a student or new grad looking for a summer job? This is a great opportunity for someone wanting to develop their organizational and interpersonal skills through a very rewarding summer job as a **Dock Supervisor** with Quinte SailAbility.

Quinte SailAbility offers the teaching of sailing to people of all ages with a disability. Quinte SailAbility provides a beautiful and interesting back drop operating out of Bay of Quinte Yacht Club (BQYC) located in the City of Belleville.

Job Duties:

- Supervise dock volunteers and assign tasks as required
- Maintain sailing schedule of student's bookings and adjustments
- Initiate and maintain student and volunteer personnel files
- Advise students and volunteers of schedule changes
- Record student's sailing sessions and volunteer hours
- Advise students and volunteers of upcoming events
- Monitor the dockside phone/VHF radio
- Inspect and clean boats/dock equipment as required
- Monitor gas and oil supplies, advising instructors if any needed
- Advise Maintenance Officer of any repairs required
- Ensure equipment is stored correctly
- Operate race committee boat or other watercraft as directed

Qualifications:

- To be eligible for this program you must be 15–30 years of age and a permanent Canadian resident, citizen, or refugee
- Required to work effectively as a team member with 2 other staff and volunteers
- Wage dependent upon experience and capability
- Need to bring enthusiasm and energy to motivate kids and adult of all ages
- Knowledge of computers and Microsoft office programs required
- Ability to prioritize and multi-task

Additional Information:

- ****LOCAL APPLICANTS ONLY - must live within 50km of Belleville****
- Full-time, Seasonal Contract - Canada Summer Job Program
- Contract length: 3 months
- Salary: \$17.00-\$23 per hour plus bonus pay
- Schedule: 8-hour shift
- Equipment used: Martin16, Access Dinghies and Challenger Trimaran
- Dates of Operation: July 2 through August 31 2024* hire date will commence prior to operation start date
- Hire date: mid to end of June 2024. Orientation and training to be completed prior to July 2 operation start.

How to apply here:

Please send resume by email to Eileen Kelly Eileenk@careeredge.ca

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