



ST JAMES TOWNSHIP JOB POSTING

BEAVER ISLAND MUNICIPAL MARINA NORTH AND SOUTH

SEASONAL MARINA ATTENDANTS

Marina Attendant(s): The marina attendant(s) will work with the Harbormaster to operate the Municipal Marina to meet the standards and rules set by the Michigan Department of Natural Resources and the St. James Township Board. The selected employee(s) will be expected to provide continuous effort to develop a user-friendly marina. The marina attendant(s) will work 40 hours per week from mid-June through late August. **Pay Range is \$16-\$19/hour.** The Township is seeking several marina attendants. **Immediate deadline is 5:00pm on April 19, 2024.** Posting will remain open until positions are filled.

Knowledge, Skills and Abilities Required:

Working familiarity with computer systems, specifically reservations and sales

Working familiarity with boating

Ability to work outdoors in all types of summer weather

Ability to project a positive public image of Beaver Island and St. James Township

Ability to provide exceptional customer service with a courteous, positive attitude

Ability to work in a team, follow instructions from supervisors & perform assigned tasks

Preferred Qualifications:

High school graduate or equivalent

At least one year of work experience

To view full Job Description and Required Application Document follow the link at www.stjamestown.org/. Applicants should send a completed application and letter of interest to Harbormaster Marlene Wisner at harbormaster.stjamestown.bi@gmail.com or US Mail to: PO BOX 42, Beaver Island, MI 49782.

Expected Timeline:

March – Position(s) posted

Early May – Interviews in Person or Via Zoom

May 8 – Township Board Approves Hire(s)

Mid-June – Begin Work



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