



Job Description

Position: Activity Attendant

Department: Activities

Reports To: Moorings/Marina Manager

Wage: \$11.00 - \$12.00 per hour

Summary:

The Activity Attendant is responsible for serving the guests of Poet's Cove Resort and Spa with the highest standard of care to provide an active and entertaining option for our guests. This person is in charge of setting up, executing and evaluating activities, maintaining the daily operational needs and assisting to the requests of the guests of the resort. The Activity Attendant will report to the Moorings/Marina Manager daily and will assist with the operational tasks that are involved in sustaining the tasks involved in this department.

Duties and Responsibilities:

- Opening and Closing the Activities Center
- Controlling traffic flow in and out of pool area
- Ensuring safety procedures are being implemented in pool area
- Up selling of resort offerings including excursions, rentals, dining venues and spa
- Conducting Cleaning Tasks
- Assist with pool Maintenance, cleaning and testing
- Assist with set up of Events and Activities
- Executions of these Events and Activities
- Evaluation of Events and Activities
- Reporting to the Moorings/Marina Manager
- Conducting Operational Procedures for Daily Functions
- Equipment rental and maintenance
- Making Sure Waiver Forms are Signed
- Communicating via Daily Meetings with other Leaders
- Cross training with other departments i.e. Moorings Café and Marina
- be available during working hours for guided tours
- sound knowledge of island and local surroundings

Position Requirements:

- Must be a fast learning
- Ability to Multi Task
- Energy and Physical Fitness
- Experience working with children
- Leadership Skills
- Experience with Cash Handling
- Enjoyment and some knowledge of the Outdoors
- Kayak guide certificate an asset (not required)
- Experience with Pools (not required)
- High energy and positive attitude!
- First Aid Level One