



# Cordry-Sweetwater Conservancy District

8377 CORDRY DRIVE NINEVEH, IN 46164  
PHONE: 317-933-2893 FAX: 317-933-3628

## **JOB OPENING**

Application deadline is April 9th

### **Marina Attendant**

*Part-Time/ Seasonal*

Looking for a summer job on the lake? Cordry-Sweetwater Conservancy District is looking for energetic, customer service-minded individuals to attend to our marinas. Marina Attendants are responsible for pumping gas into resident's boats, answering lake and rule questions, as well as working with our CSCD team to provide a safe and secure lake.

Ideal applicants will have good communication skills, ability to enforce rules and regulations, handle, and count money, and work well with other teammates.

#### **Primary Objectives & Responsibilities:**

1. Responsible for selling and pumping gas. Must keep accurate records of daily pump readings. Collects all monies for gas sales.
2. Check all boats for current decals and lot numbers.
3. Police area for litter, trash, and debris.
4. Balance cash box daily and return the deposit and cash box to the wall safe at the CSCD office at the end of each shift.
5. Report any violations of CSCD Rules and Regulations to Security Personnel, Director of Finance & Admin and/or Director of Operations. Responsible for completing accident and incident forms as needed.
6. Responsible for reporting any mechanical problems related the Marina operations to the Director of Finance & Admin and/or Director of Operations in a timely manner.
7. May be required to perform other duties.

8. Reports to the Directors of the Conservancy.

**Job Qualifications:**

1. Must be certified or obtain certification in basic First Aid and CPR.
2. Must be 16 years of age or older.
3. Must have the ability to carry out duties and responsibilities under general supervision.
4. Must have good communication skills and the ability to deal with the public.
5. Must have good working knowledge of CSCD Rules and Regulations and Indiana Boating Laws.
6. Must possess good math skills.

**Physical Demands Requirements:**

1. Must be physically able to perform duties.

**Working Conditions:**

1. May be exposed to a variety of elements and weather conditions.
2. Weekends, evenings, and Holidays may be included in your schedule.