



2024 JOB DESCRIPTIONS

Position Title: Operations Labourer

Position Summary:

- This position is primarily based at the Ed Yandeau Operations Centre, located at 950 Sophia Street, Prescott, Ontario
- The position is based on a 40-hour work week, with hours of 7:00 a.m. – 3:30 p.m. Monday through Friday, from May to September.
- \$16.55 per hour, less statutory deductions
- Under the direction of the Operations Lead Hand or designate, successful applicants will assist with various duties as they pertain to the Operations (or Public Works) Department including general maintenance functions such as installing signs, cold/hot mix patching, roadside debris collection, cutting grass, horticulture, garden maintenance, yard waste pick-up, event setup/takedown, etc.
- Performs other related duties as assigned. Incumbents will work outdoors in differing weather conditions (rain, heat, etc.)
- Incumbents will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program.
- Other related duties as assigned.
- Minimum class G2 licence with a clean drivers abstract considered an asset

Position Title: Marina Attendants

Position Summary:

- This position is primarily based at the Sandra S. Lawn Harbour and Marina, located at 191 Water Street East, Prescott, Ontario
- The position is based on a flexible work week, with rotating shifts including days, evenings, weekends and holidays, from May to September.
- \$16.55 per hour, less statutory deductions
- Under the direction of the Manager of Community Services or designate, successful applicants will provide services regarding marine facilities for boaters. Duties will include but will not be limited to: cleaning washrooms, removal of weeds and debris from boat launch ramps, changing garbages, power washing docks, cleaning offices, greeting patrons and answering inquiries, making reservations and registering overnight guests; securing and fuelling boats.
- Incumbent will be responsible for handling cash, balancing register and cashing out, collecting all fees as they pertain to the operation of the marina, boat launch ramps, transient dockage, seasonal dockage and fuel dock services.

- Incumbent will perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program.
- Other related duties as assigned.

Position Title: Market Clerk & Tourism Ambassador

Positions Summary:

- This position is primarily based at the Museum and Visitor Centre, located at 202 King Street West, Prescott, Ontario
- May 16 - Sept 2, 2024; 3 days/week - Thurs-Saturday
- Daytime shifts Thursday-Friday 8:30-4:30 p.m., Saturday 7-3 p.m. Hours are subject to change.
- \$20.00 per hour, less statutory deductions
- Under the direction of the Economic Development Officer, the successful applicant will provide support to the Prescott Farmers' and Crafters' Market, a key component of the Town's Tourism and Downtown Revitalization Strategies. The incumbent's responsibilities related to the Market will include: setting up and tearing down weekly market space and assisting vendors with same. On-site administration of market, including processing vendor fees, ensuring vendors are complying with Market regulations, facilitating live event marketing, including live streams and posts to social media, interacting with members of the public at the #ExplorePrescottON market booth, directing visitors to other Town of Prescott and RiverWalk District assets, including local businesses, the Prescott Pop-Ups, and the Waterfront area, assist with tourism marketing and promotions throughout the season. This will include: development of asset- and event-specific content aligned with #ExplorePrescottON goals and branding on platforms such as TikTok and Instagram, assisting with summer promotions such as tourism passports and on-site assistance for events such as the RiverWalk Promenade, as well as other special events as needed.
- Enrollment in or completion of College or University Diploma/Degree program or an equivalent, with Business Administration, Marketing, Event Management, Communications, Public Relations, Sales or related program field considered an asset
- Previous experience with events, marketing, social media and graphic design is considered a strong asset
- Minimum class G2 licence with a clean drivers abstract considered an asset
- Other related duties as assigned.