



JOIN OUR TEAM

The Town of Gore Bay is seeking one full-time **Harbour Master / Arena Operations Supervisor** to support two key community facilities.

Why the Town of Gore Bay?

Gore Bay is one of Northern Ontario's most welcoming and scenic communities — a place where people don't just work, they build a life. With a vibrant waterfront, friendly neighbourhoods, and a growing recreational scene, Gore Bay offers a lifestyle you won't find anywhere else.

We're a community where people wave when they pass you, where local businesses know your name, and where the outdoors is part of everyday life. Whether it's boating on the North Channel, enjoying winter activities at the Arena, hiking our trails, or taking in community events, Gore Bay provides something for everyone.



Job Description

The **Harbour Master / Arena Operations Supervisor** will support the day-to-day operations, customer service, and maintenance of both the Marina and Arena, working closely with the Community Services Manager to deliver high-quality experiences for residents, visitors, user groups, and boaters. This position plays a key hands-on role in staff support, safety checks, daily inspections, and ensuring each facility operates smoothly and efficiently throughout the year.

Benefits

- Full Time - \$26.02/ hour to \$32.54/hour
- OMERS pension
- Comprehensive Health Benefits
- Free gym membership
- A friendly environment with a high performance team



Town of Gore Bay

Harbour Master / Arena Operations Supervisor

As Harbour Master, you will support marina staff, assist with fuel dock operations and boater services, and ensure the facility remains safe and clean through daily inspections. You will collect revenue, maintain accurate records, and provide excellent customer service to boaters and visitors. The role also includes performing minor repairs, equipment checks, and general operational tasks while helping promote a positive, welcoming, and safe environment.



As Arena Operations Supervisor, you will support arena staff and assist with ice installation, maintenance, and daily facility checks throughout the season. You will help maintain a clean, safe environment, provide customer service to user groups and visitors, and support arena programs, activities, and events. The role also involves performing minor repairs, equipment checks, and operational duties while promoting a positive and safe atmosphere within the facility.



Critical Skills and Attributes

- Excellent Customer Service Skills
- Marine experience is an asset
- Basic mechanical skills
- Experience in facility or operations management
- Experience with operation of arena equipment, i.e. Zamboni; skate sharpeners is an asset (training available)



The Town is committed to investing in our staff and will cover all required training and certifications.



Hours

- Hours vary depending on operational needs
- Includes evenings, weekend and holidays shifts as needed

For any questions about the position, feel free to reach out to Kelly Chaytor at 705-282-2420 ext. 2 or kchaytor@gorebay.ca

**We want you to
join our team!**

Please send your cover letter and resume to kchaytor@gorebay.ca by February 17, 2025.
See www.gorebay.ca for full job description

The Town of Gore Bay is committed to providing a diverse, inclusive, and friendly work environment to all. We welcome candidates of all backgrounds to apply for this opportunity.

Harbour Master / Arena Operations Supervisor

Job Description Overview

1. PURPOSE OF POSITION

To oversee the daily operations, safety, customer service, and seasonal programming of the Town's Marina and Arena. This position ensures both facilities remain safe, welcoming, and well-maintained while supporting staff, maintaining equipment, and delivering high-quality service.

Key Purpose Elements:

- Lead day-to-day operations of the Marina as Harbour Master
- Oversee Arena operations, staff, and ice maintenance
- Maintain high standards of safety, cleanliness, and customer service at both facilities
- Support seasonal staff and assist with recreational programming
- Assist with Town-wide activities and events led by the Community Services Manager

2. SCOPE OF POSITION

- Operate within Town policies, procedures, and legislative requirements
- Work with the Community Services Manager on programming, staffing, and scheduling
- Assist with budgeting, revenue collection, and maximizing use of both facilities
- Ensure Marina and Arena operations align with Town service standards

3. RESPONSIBILITIES

a) Leadership & Staff Support

- Support, train, and guide staff
- Promote a safe, positive, team-oriented work environment
- Ensure Occupational Health & Safety practices are followed

b) Harbour/Marina Operations

- Oversee fuel dock operations and boater services
- Conduct daily inspections and maintain safety and cleanliness
- Collect revenue and maintain accurate financial records

- Perform minor repairs, equipment checks, and general maintenance
- Provide excellent customer service

c) Arena Operations

- Assist with ice installation, resurfacing, and ice maintenance
- Support arena staff and oversee daily facility operations
- Maintain facility cleanliness, safety checks, and readiness
- Provide customer service to user groups and visitors
- Assist with arena programs, activities, and events
- Perform minor repairs, equipment checks, and operational duties

d) Customer Service & Community Support

- Ensure a welcoming environment for residents, visitors, and user groups
- Assist with promoting events, programs, and facility updates

e) Financial

- Collect and track revenue for marina services and arena rentals
- Provide operational input for budgeting as needed

f) Other Duties as Required

- Perform additional tasks that support effective facility operations and community services, as assigned by the Community Services Manager

4. TEAMWORK

- Maintain a positive, cooperative approach with Town staff, volunteers, and the public
- Work closely with the Manager of Public Works to share resources
- Support a community-focused culture consistent with Town values

5. KNOWLEDGE AND SKILLS

- Strong communication and customer service skills
- Ability to perform minor repairs and equipment checks
- Ability to operate marina and arena equipment (training provided)
- Proficiency with basic computer applications
- Ability to work independently and prioritize tasks
- Knowledge of recreation or facility operations is an asset
- Ability to maintain a friendly, welcoming atmosphere

6. WORKING CONDITIONS

- Evening, weekend, and holiday work required during peak seasons
- Work involves physical activity and exposure to outdoor weather
- Position may require call-outs or shift coverage
- Fast-paced environment with shifting priorities

7. REPORTS TO

- Community Services Manager

The Town of Gore Bay is committed to an inclusive, diverse, and welcoming workplace and encourages applicants from all backgrounds. The Town is committed to investing in this role by providing all required training and paid certifications.