

**EMPLOYMENT OPPORTUNITY  
DIVE CENTER ASSOCIATE**



Join our dive tribe!

We're bringing together the best team of ocean fanatics eager to share their passion and expertise in scuba diving. Let's create unparalleled adventures for recreational divers visiting Roatan, Honduras together!

Are you a dive professional who loves the water, but is looking for a little more time on land while still being a part of a dive community? Our part-time role of Dive Center Associate gives you the best of both worlds, working in the shop and in the water, while you help us ensure operational excellence and a 5-star customer experience.

**PRIMARY RESPONSIBILITIES**

**5-Star Customer Service**

- Assisting with customer welcome & check in including center tour, form completion, gear check in / sizing, dive / training schedule review.
- Assisting with customer check out including collecting merchandise sales, final payment, returning personal equipment
- Customer engagement: answer questions, educating about all center offerings (special dive trips, courses, photography, merchandise), encouraging dive/course sign ups
- Lead generation / walk in sales
- Processing PADI Certification pics and sending confirmation emails

**Daily Operations**

- Dive center daily operations & maintenance as needed: opening & closing activities, cleaning facility and restocking materials as needed throughout the day to project an image of impeccable quality, etc.
- Ensuring all paperwork is accurately and legibly completed: Dive Log Sheet, Equipment List, Nitrox Log, PADI Forms
- Tank filling
- Coordinate customer transportation for Southside, shark dive, and cruise ships.
- Assist with inventory management of merchandise, course and facility materials Accounting
  - Document Instructor fun dive and training commissions
  - Document partner and third-party vendor services
  - Input customer billing data and finalize billing forms
  - Track daily in/out

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**What You Bring**

- PADI Instructor rating
- Working knowledge of PADI course standards
- Dive center and/or retail experience with ability to work in fast-paced environments
- Experience in customer service, as well as ability to work well in teams
- Computer experience
- Multilingual is a plus
- Attention to detail

**Join us and you'll get...**

- To be a part of an international team of friendly, dynamic people passionate about scuba diving
- 4 guaranteed paid days, plus opportunities to lead dives and teach courses
- Flexible scheduling
- Competitive compensation based upon experience

**Where You'll Work**

Located beachside, exactly five steps from the turquoise waters of Half Moon Bay in West End, Roatan, Sun Divers is [the top-rated PADI Five-Star Dive Center](#) bringing a customized touch to underwater adventuring. Our life's passion: making sure our divers are making awesome memories whether it's their first or five hundredth dive.

We keep dive groups small and personalized based upon skill level & interest. Our quick yet comfortable customized dive boats can get you to more than 50 sites within just minutes. We also offer an array of unique dive experiences, from curated day trips to remote dive sites to the exhilarating experience of diving with sharks.

And as a Roatan Marine Park Certified Coral Ambassador center, we work not only in nature, but for nature ensuring that the reef we love to explore today, will be there for the divers and communities of tomorrow. Learn more at [sundiversroatan.com](http://sundiversroatan.com)

**How to Apply**

Please submit your CV and email cover letter to [diving@sundiversroatan.com](mailto:diving@sundiversroatan.com)

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