

WoodenBoat School

Job Description – Assistant Waterfront Manager

SEASON: May through early October; 40+ hours per week, predominately Mon-Fri, including occasional overtime (also Mon-Fri).

Note (This is a seasonal position and, in no way guarantees future work at WoodenBoat School.)

SKILLS & EXPERIENCE: **Individual must hold a valid, appropriate U.S. Coast Guard Operator's license.** Seamanship, experience in sailing instruction, excellent people skills, and a familiarity with boat maintenance are all skills needed for this position. You will report to the Waterfront Manager and Director of the School. This position is an extremely varied mix of simple tasks and highly skilled work.

NOTE: The Waterfront Manager and School Director, if needed, will have the final say in all matters concerning decisions on our waterfront. Your common sense and experience will lend themselves to any situations that arise. In the Manager's absence, you will be considered the acting manager of the waterfront.

RESPONSIBILITIES:

- Make the waterfront a safe place by implementing operational and safety programs established by the school; organizing and presenting the whole facility in a safe, professional manner; and orienting and supervising boat use.
- Assist instructors of seamanship courses by running the launches, setting up classrooms, and assisting with sail instruction.
- Assisting shop staff or other school staff on occasion.
- Oversee our fleet, to include: assist in launching, hauling, and provide regular maintenance throughout the season.
- Work as part of the waterfront staff in caring for and managing the entire waterfront area including: the launching ramp, Boathouse, Pavilion, float and docks, and general grounds; setting up the Boathouse and Pavilion for classes, special events, and Friday evening lobster bake.
- Help provide mooring and anchorage information and assistance to visiting yachts and passenger schooners, and to welcome visitors and guests in a courteous manner.

COMPENSATION: Hourly wages based on experience and meals. Housing may be arranged if needed.

Contact: school@woodenboat.com or call: (207) 359-4651

