



Job title: Marina Manager
Department: Program

FLSA Status: Non-Exempt
Reports to: Activities & Recreation Manager

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: The Marina Manager is responsible for the overall operation, management, and maintenance of Sandy Cove's marina and waterfront facilities. The manager oversees marina staff, coordinates marina services, and ensures compliance with safety standards and environmental regulations.

Position Purpose: This role ensures that guests have a safe, enjoyable, and well-maintained environment for water-based activities, such as boating, fishing, tubing, and other recreational pursuits.

Role Qualifications:

- Personal relationship with Jesus Christ
- Boating or Captains license
- Knowledge of the North East River and/or Chesapeake Bay
- Current First Aid & CPR certification or willingness to obtain
- Ability to swim

(*Note: Sandy Cove does offer a First Aid/CPR certification course in June, spots are limited)

Essential Job Functions/Responsibilities:

- Prepare Marina for summer use by de-winterizing boats, installing docks and ramps, setting moorings, repairing marina ground from winter damage, raising and maintaining flags
- Prepare Marina for daily use by fueling boats, cleaning boats and docks, checking and preparing riggings, preparing and inspecting life jackets, emergency equipment, and comm systems
- Oversee, train, lead, manage, and schedule Marina Crew by establishing assigned duties & responsibilities
- Conduct regular staff performance evaluations and provide ongoing development
- Greet and serve each person in a courteous and professional manner
- Drive boat and instruct for water skiing/wakeboarding - explain and enforce safety precautions
- Drive boat for tubing/wave cutter by pulling inflatable at safe speeds, cutting turns to create a fun experience based on the requested ride
- Be aware of and adhere to all safety guidelines and practices
- Respond as trained and instructed to waterfront emergencies as necessary

- Close the Marina daily by checking equipment, addressing any problems or concerns arising from that day, and ensuring boats, equipment & tools are safely stored
- Seasonally - upgrade marina for next season by making improvements, cleaning and winterizing boats and equipment, removing moorings and docks as well as winterizing marina buildings and grounds, and assessing seasonal water activities and planning for the next season's
- Maintain and repair boats as needed to ensure proper and safe usage
- Perform all related necessary duties as assigned by Activities & Rec Manager

Essential skills and experience:

- Boating marina and safety equipment knowledge
- Understanding of tides and weather
- Knowledge of outboard and inboard motors (for maintenance purposes)
- Knowledge of local and state maritime laws
- Excellent managerial skills
- Excellent time management skills
- Outgoing, adaptable and flexible
- Ability to supervise others toward goals and outcomes
- Excellent communication, judgment, and decision-making abilities

Reporting to this position: Marina Crew, Boat Captains

Non Essential Skills & Experience:

- Prior Lifeguard experience

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, see, talk or hear. The employee must be able to lift and/or move up to 75 pounds.

Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Created: 8-1-11
Revised: 1-17-25