



Job title: Marina Manager

Department: Program

Reports to: Activities Program Coordinator

Position Summary: Oversee the day to day operations of the Sandy Cove Marina to help guests enjoy waterfront activities and engage in safe boating practices.

Essential skills and experience

- Personal relationship with Jesus Christ

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

Role Qualifications:

- Current First Aid certification by a recognized certifying agency (i.e. American Red Cross, YMCA, etc.)
- Current CPR certification by a recognized certifying agency (i.e. American Red Cross, YMCA, etc.)
- Outgoing, adaptable and flexible
- Ability to supervise others toward goals and outcomes
- Excellent communication, judgment and decision making abilities
- Ability to swim

Position Responsibilities:

- Greet and serve each person in a courteous and professional manner
- Perform orientations for boaters and communicate and enforce safe boating practices (including the wearing of PFD's by all boaters) to ensure the safety of all people at the waterfront.
- Respond as trained and instructed to waterfront emergencies as necessary
- Maintain neat and clean appearance of Marina by picking up litter, and properly caring for, handling and storing marina equipment and supplies
- Be aware of and adhere to all safety guidelines and practices
- Train and supervise marina crew to perform above duties as well.
- Inspect and repair boats and equipment as able, and oversee outsourcing of repairs if required
- Drive Sandy Cove pulling boats as needed, train and supervise others who drive boats.
- Perform all related necessary duties as assigned by supervisor

Reporting to this position: Program Ministry Team Members assigned, Captains

Non Essential Skills & Experience:

- Prior Lifeguard experience
- Prior experience working on boats

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, talk or hear. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

■ *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 to 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: _____

Revised: 3-3-21