



**Job title: Marina Crew**  
**Department: Program Ministry**

**FLSA Status: Non-Exempt**  
**Reports to: Marina 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:** Help guests have a safe and enjoyable experience at the Marina by overseeing boat usage and other water activities by launching guests in boats, facilitating water sports from the dock, properly maintaining & cleaning boats and equipment and providing excellent guest service at the Marina.

**Position Purpose:** To assist in providing an enjoyable and safe waterfront experience for guests so that they are better able to connect with God and each other.

**Role Qualifications:**

- Personal relationship with Jesus Christ
- CPR/First Aid Certification

**Position Responsibilities:**

- Constantly welcome guests to Marina and help them to safely use the boating activities by checking eligibility and waiver completion
- Provide information on boat types and activities (Canoes, kayaks, paddle boats, sail boats), recommend boating activity based on experience and number of guests, provide life jackets based on weight and activity, instruct in proper boat use, rules and water boundaries, storing personal electronic devices in office, loading guests in boat by weight, experience and preference, watch over boats in water and provide instruction as necessary
- Help facilitate water sports on front dock by welcoming guest, determining their activity and time slot, assisting with lifejacket, docking boats and loading/unloading passengers
- Perform daily upkeep of boats and marina by performing maintenance and properly storing boats, cleaning dock, cleaning boats, fueling boats, picking up litter and watering plants.
- Respond as trained and instructed to waterfront emergencies as necessary
- Follow leadership and direction of Marina Manager
- Be aware of and adhere to all safety guidelines and practices
- Perform all related necessary duties as assigned by the Marina Manager

**Essential skills and experience:**

- Basic knowledge of boating, rope knots, & securing lines
- Outgoing, adaptable and flexible
- Excellent customer service ability
- Ability to follow instructions
- Excellent communication, judgment and decision making abilities

- Ability to swim

**Reporting to this position: None**

**Non Essential Skills & Experience:**

- Prior Lifeguard experience
- Prior experience working on boats
- Maryland Boating Safety Certificate

**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 50 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.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 8-1-11**

**Revised:**