



Job title: Marina Manager
Department: Program

FLSA Status: Exempt
Reports to: Director of Program Ministries

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: Open Marina for summer season; overseeing the day-to-day operations during weekends and Summer Together Program as well as close the Marina for the winter months.

Position Purpose: To manage Marina Crew and oversee the day-to-day operations of the Sandy Cove Marina to help guests enjoy waterfront activities and engage in safe boating practices.

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

Role Qualifications:

- Personal relationship with Jesus Christ
- Boating or Captains license
- Knowledge of the North East River
- Current First Aid & CPR certification by a recognized certifying agency (i.e. American Red Cross, YMCA, etc.)
- Ability to swim

Essential Job Functions/Responsibilities:

- Prepare Marina for summer use by de-winterizing boats, installing docks and ramps, set moorings, repair marina ground from winter damage, raise and maintain flags
- Prepare Marina for daily use by fueling boats, cleaning boats and docks, check and prepare riggings, prepare and inspect life jackets
- Train & supervise Marina Crew by establishing assigned duties & schedules
- Drive boat and instruct for water skiing/wake boarding - explain and enforce safety precautions
- Drive boat for tubing and wave cutter by pulling inflatable at safe speeds, cutting turns to create a fun experience based on requested ride
- Close Marina daily by checking equipment, addressing any problems or concerns arising from that day and ensure boats, equipment & tools are safety stored
- Greet and serve each person in a courteous and professional manner
- Respond as trained and instructed to waterfront emergencies as necessary
- Be aware of and adhere to all safety guidelines and practices
- Seasonally - upgrade marina for next season by making improvements, clean and winterize boats and equipment, remove moorings and docks as well as winterize building and marina grounds
- Perform all related necessary duties as assigned by Supervisor

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.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 8-1-11

Revised: