

JOB ANNOUNCEMENT:

The Rockland Yacht Club seeks a Waterfront Director for the 2019 summer season to manage its Harbor Launch and Mooring Rental Programs. US Coast Guard credential to drive a 12-passenger, inspected vessel is required to take up the position June 8th. (Individuals who are currently applicants for such a credential will be considered.)

The Waterfront Director position has variable hours, averaging about 15 per week over the summer at \$17.00/hour, plus the opportunity to drive the launch for additional time (at \$15.00/hour). It is anticipated that the last day of service for the Program will be September 15th. It is important to the success of the program that the Waterfront Director work consistently through to the end of the season. The Waterfront Director's position is described in detail in the attached document, "Rockland Yacht Club Waterfront Director Job Description."

Consideration of applications for Waterfront Director will begin on March 24th and continue until the position is filled. Please send a statement indicating the reasons for your interest in the position, a resumé listing all relevant boating and management experience, an indication of USCG credential held (or status of application), plus names and contact information for three references. Send to RYCMaine@gmail.com.

Rockland Yacht Club Waterfront Director Job Description

The RYC Waterfront Director (WD) will hold and maintain a mariner's credential with a minimum rating of "Limited Master, Inspected Vessels." The ability to legally command a 12-passenger, inspected vessel is required.

The WD is responsible for

- day-to-day operations of the RYC launch program, including relations of the program with the U.S. Coast Guard, the Harbormaster's Office, the City of Rockland, and other entities such as festivals and annual events that affect launch service;
- supervising and training of the launch drivers;
- hiring and termination of drivers with the advice and consent of the RYC Launch Committee;
- scheduling of the drivers to assure that the launch is appropriately staffed and reliably operated;
- driving the launch those times when other drivers are not available so as to maintain uninterrupted, regular service 8:00 a.m. to 8:00 p.m. whenever possible throughout the season;
- developing and managing a system for renting available RYC moorings during the summer season;
- collecting payroll information and its timely transmission to the RYC accountant for processing;
- collecting and maintaining program documents and driver records;
- timely communication to the Launch Committee needs for maintenance, equipment, etc.

It is expected that these activities will take approximately 15 hours per week over the course of the summer season. The WD will keep a log of hours worked and will be paid accordingly per hour. The WD may schedule him- or herself for two or (possibly) three six-hour shifts driving the launch per week. Time driving the launch will be logged separately and paid at the same rate as other launch drivers.

The WD will meet to confer at least weekly with the Chair of the RYC Launch Committee during the entire summer season.

The WD will report to the Launch Committee through its Chair and may at any time request to meet with the full Committee. The WD serves at the pleasure of the Launch Committee.