

ARUNDEL YACHT CLUB



Job Description

Position: **Steward**

Reports To: Club Manager

Direct Reports: None

Seasonal Employment Dates:

- During the period of **Memorial Day weekend through Labor Day**, this is a part time, **30-40 hour** per week position with Saturday and Sunday work required.

Position Summary: Stewards are responsible for the **day-to-day execution of all Club activities, including waterfront, house, and the maintenance of all Club assets.** Stewards will carry out his or her duties in such a manner as to provide the best possible service to Club members, guests and transient boaters while **maintaining Club by-laws, rules, regulations and policies**

SUMMARY

Perform the **maintenance of the club facilities and its grounds** from late May through early September. Carry out the day-to-day maintenance of club facility and grounds using discretion and independent judgment. Provide **information and assistance to club membership** as needed.

CLASSIFICATION / WORK TIME

Stewards shall be classified as a part time employee with a seasonal focus. Routine work is performed independently on a **32 hour per week schedule**. Under the Fair Labor Standards Act, the position is a part time employee.

SUPERVISION RECEIVED

This position is under the **general supervision of the Club Manager**.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any of the following but does not include some tasks the Club Manager may add as needed.

- 1) Maintain the **daily operation** of **boat launch**, transient **slips** and all other services provided at the club.
- 2) Maintain and **clean the head, docks, walkways, grounds, equipment and other areas as required**.
- 3) Make provisions for the **readiness of all docks, equipment and facilities to be operational at all times**.
- 4) Assist and **support special events** and activities as required.
- 5) Perform related work and/or other activities as defined by the Club Manager.

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JOB CONDITIONS / PHYSICAL DEMANDS

Work settings and hours vary from working on the docks, walkways and club grounds. The employee must be able to **work in all weather conditions**. While performing the duties of this position, the employee is frequently required to stand, sit, talk, use both hands, ability to handle and/or feel objects, tools or controls; and reach with hands and arms. Employee is required to traverse ramps, piers, floats, docks, and other structures found in coastal marine environment. The employee may be required to step over rails and/or climb ladders.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience.

Knowledge of the **specific function of Yacht Club or Marina**, the **Ability** to read, comprehend, and implement written instructions; to work effectively with the general public, and other employees; to **perform physical labor** including the lifting and carrying of moderately heavy objects; to stand for long periods to time.

Specific experience and **skills preferred**:

- a) Construction methods and **materials used in marina facilities**
- b) Public relations and customer service
- c) **Ability to work independently**
- d) Ability to communicate effectively with others, both **verbally and in writing**

The duties **listed herein are intended only as examples** of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approximate starting/ending dates: May 23 to September 10. **Approximate rate of pay: \$9.00 per hour depending on length of service. Approximately 30-40 hours per week.**

Qualifications

- Minimum of **2-3 years experience in customer service and/or dealing with the public.**
- Ability to prioritize and **multi-task**
- Demonstrated **Seamanship and small boat handling skills is required**
- Familiar with private social Clubs is a plus
- First Aid. Lifesaving and CPR Certification is a plus

Anyone interested in pursuing this opportunity at Arundel Yacht Club is invited to send a resume to: commodore@arundelyachtclub.org

The Arundel Yacht Club is a family oriented yacht club founded on the principle of active member participation. Our mission is the enjoyment of boating, sailing programs, waterfront activities, and related social events with fellow members in an informal setting.