

## Arundle Yacht Club Kennebunkport

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Commodore (2019)

**Club Manager** \$21K full time (40 hours) exception is mid-April through end of May = nominal hours. May 29 through Labor Day = full time hours with weekends mandatory

### Summary:

The Club Manager is responsible for the day-to-day management of all Club activities, including waterfront, house, and the maintenance of all Club assets. The Club manager 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.

- Manages 2 stewards (each work 32 hour per week) see full steward job description document attached.
- Provides work narrative daily for stewards and tracks progress
- Assist members with any ongoing or new issues
- See full job description document attached

### Vice Commodore (2 year term) duties:

Docks

Repairs

Reassigning boat slips

Projects manager: recent dredging around docks 5 years ago

### Rear Commodore duties:

- Assist vice commodore with events
- Serve on slip committee
- No specific tasks outlined

Parking: Weekends: members only (no guests)  
Weekdays: anyone

General "core of volunteer members" approximately 50

Member dues \$325.00 annually

Slips: \$6.00 / foot

Boats: Boston Whaler and club launch (stewards paint bottoms and provide general maintenance)