



## **JOB OPENING: Dockmaster**

Seasonal, part-time or full-time position

Flexible start date between April 15-June 15; flexible end date between August 31 and October 31

20-40 hours/week

Hours for this position are weeknights and weekends

Compensation: \$11.00/hour - \$13.00/hour DOE

*Mission Statement: Sail Sand Point is a community boating center dedicated to youth and access for all. We accomplish our mission by nurturing self-confidence, leadership and stewardship of our marine environment.*

### **Position Description:**

From April until October, Sail Sand Point makes our fleet available to the community through our boat rental program known as Open Boating. At a minimal cost, paddlers and sailors who pass the Skills Proficiency Test can use various boats from the fleet for under the supervision of the Open Boating staff. The fleet includes Optimists, Flying Juniors, Lasers, Hobie Waves, Hobie 16s, kayaks and SUPs. In the Spring, Open Boating operates three to four days a week including weekends and then increases to 7 days a week during the Summer. Dockmasters are required to work both weekend days as well as 2-3 shifts during the week which begin at 1:30PM.

The Dockmaster's role is to greet new and returning participants and manage all paperwork, transactions, and certifications for Open Boating. They work with the "Level 1" on duty to record Check Outs, sell passes and punch cards, and ensure that participants are respecting SSP's rules and policies. Dockmasters must be reliable and punctual. Their work should be in keeping with Sail Sand Point's motto of 'Safety, Fun and Learning'.

### **Essential Job Functions:**

- Open and/or close the Dockmaster Bay and Open Boating during each shift.
- Work closely with the "Level 1" on duty to facilitate Skills Tests and to keep everyone on the water safe.
- Answering basic questions about Open Boating and SSP's other programs.
- Manage sales of Open Boating passes as well as the sales of candy, soda, and ice cream.
- Manage the Open Boating filing system, collect all paperwork, and record any damage to boats.

### **Knowledge, Skills & Abilities**

- Strong customer service experience, especially in a fast-paced environment.
- Knowledge of safe boating practices and sailing experience preferred but not required.
- Experience with a POS system and experience handling cash, credit, and check transactions
- Ability to communicate clearly and work collaboratively.
- Ability to learn quickly and enforce SSP's rules and policies to maintain a safe and fun program

### **Requirements:**

- WA Boater Safety Card
- Current CPR/First-Aid certification
- CDC "Head's Up" concussion training
- All summer staff will be provided 2 staff t-shirts to be worn at all times during work hours
- Compliance with local & federal regulations, as well as all policies and procedures listed in the Employee Handbook.
- Additional requirements such as US Sailing Level 1 or Lifeguard training are preferred but not required.

Offers of employment are contingent on passing a criminal background check. Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

To apply send a resume, cover letter, and two professional, academic or personal references to the hiring team at [jobs@sailsandpoint.org](mailto:jobs@sailsandpoint.org)

Sail Sand Point provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Sail Sand Point complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Sail Sand Point expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Sail Sand Point's employees to perform their expected job duties is absolutely not tolerated.