

JOB DESCRIPTION - SBYC Launch Operator

QUALIFICATIONS

Requirements:

USCG license & TWIC (if required by USCG)
Current CPR and First Aid Certifications
Enrollment in SBYC's mandated random drug testing program.

GENERAL

A SBYC Launch Operator shall perform the responsibilities and tasks, as listed below, and also perform other duties as required by the senior staff: defined here as the Board of Governors, House Committee, Club Manager, and Sailing Program Director. A Launch Operator will also be bound to club policies, including, but not limited to, those dealing with alcohol, smoking and drugs. We expect that a Launch Operator will be respectful, polite and willing to be helpful in all situations and serve as "ambassadors" for the club - the first, last and sometimes only impression of the club a visitor may have. Launch Operators shall also act as role models for junior members.

RESPONSIBILITIES & TASKS

- Help the Club Manager prepare boats and the facility for opening in the Spring
- Drive members and/or their guests to or from boats moored in Rockport Harbor.
- Tow boats to and/or from their moorings.
- Assist members in the transportation of their gear.
- Maintain and clean Club launches.
- Bail Club boats and skiffs.
- Monitoring Club premises for proper condition, cleanliness and safety, including cleaning Club facilities, such as the Clubhouse, restrooms, shower, deck, docks, workshop, and the general facility overall; also empty the trash barrels (inside & outside of the clubhouse).
- Opening/closing the Clubhouse as necessary, including all functions as described by the Club Manager or House Committee, such as raising and lowering the flags, locking the clubhouse, etc.
- Assisting visiting boaters with dockage.
- Assisting Club Manager, House Committee and Sailing Program Director with general Club maintenance and/or repairs.
- Assisting members with setting up / breaking down for social events – empty restroom wastebaskets prior to the event
- Answering phone.
- Assisting members with launching/hauling as needed.
- Bagging ice as necessary.
- Assisting in storm situations.
- Assisting Harbormasters as requested.
- Disciplining kids as necessary.
- Performing other tasks, as determined by the senior staff.

APPEARANCE

- Launch operators shall be "presentable" in general, as dictated by the senior staff.
- Launch operators shall maintain a cheerful, polite and helpful attitude.

Revision: 03

Effective Date: January 1, 2015