

POSITION DESCRIPTION



Marina Assistant

Full Time Position

Overview of Role

Responsible To: Marina Manager

Key Working Relationships:

Internal:

- Staff
- Board (including Flag Officers)
- Committee – Yard and Marina
- Club membership.

External:

- General Contractors

Reporting Relationships:

Reports/Responsible to:	<ul style="list-style-type: none">• Yard and Marina Manager- Royal Geelong Yacht Club Inc
Positions reporting to this position:	<ul style="list-style-type: none">• None

Primary Function:

- Working with the Marina Manager, the position is responsible for the ongoing maintenance and operation of the marina and boat yard facilities of the Royal Geelong Yacht Club.
- To assist in general maintenance of Royal Geelong Yacht Club property, buildings and assets, including RGYC safety boat fleet.
- Provide a high level of courtesy, support and assistance to members in all matters relating to Marina and Yard activity.

Job/Task Profile

- Conduct all aspects of maintenance of the Marina and Yard facilities and infrastructure,(including the newly constructed Wangim Walk), of the Royal Geelong Yacht Club as directed.
- Maintain a list of ongoing maintenance issues as reported including current status for monthly reporting.

- Schedule all slipping activity ensuring members are proactively informed of slipping dates and any reschedules due to unforeseen circumstances.
- Maintain accurate records of authorized slipway operators. Conduct random audits of volunteer operators to ensure correct operational procedures are being used.
- Maintain accurate records of all marina and yard charges including but not limited to Slipping Fees, Scrub fees, pens and hardstand storage (including power use). Conduct regular audits of facility to ensure accuracy of records and compliance.
- Maintain accurate records of Marina based sales including;
 - Visitor berthing fees
 - Visitor Access Cards
 - Diesel and Fuel Sales
- Ensure that Royal Geelong Yacht Club Workplace Health and Safety Policies are adhered to by all users of the Yard and Marina Facility.
- Other duties as reasonably directed by the Yard and Marina Manager from time to time.

Knowledge, Skills and Abilities

- Completed a Marina Attendant or Marina 101 Course or equivalent (Desired)
- Previous experience in customer service/member based organisation. (Desired)
- Current Victorian Recreational Boat Operators Licence, (Required) Coxswains ticket (desired) or higher.
- Current Victorian Drivers license. (Required)
- Sound communication skills. (Required)
- Ability to work with diverse groups of stakeholders including staff, volunteers and members in addition to external stakeholders including, contractors. (Required)
- Demonstrated ability to use a computer including Microsoft email, word, and excel. (Required)
- General boating and rope splicing knowledge. (Required)

- Willingness to work weekends on a rotational roster basis. (Required)

Our Club Values

- **UNITY**
Members will be unified by decision-making based on consensus and through open and regular communication.
- **RESPECT**
All members will listen to and acknowledge feedback, and treat each other as equal. We will all conduct ourselves by agreed standards, and be positive in our thoughts and actions.
- **ACCOUNTABILITY**
Members and staff will be responsible for their actions by following clear procedures, goals and guidelines.
- **PROGRESSIVE**
We will pursue an innovative and transformational path, ensuring that our decisions are informed and balanced.
- **OPEN**
We will be transparent in our decisions and communication to and amongst members. We embrace community involvement with the Club.
- **MARITIME SPIRIT**
Maritime Spirit We will respect and celebrate our traditions, yachting history and the maritime spirit and leave a legacy for future generations.