



PO Box 21811
Charleston, SC 29413

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www.charlestoncommunitysailing.org

Date: January 12, 2018

Job Description: Dock Master

Type: Part Time, Year Round

Location: Charleston Community Sailing @ City Marina, 17 Lockwood Dr., Charleston, SC

About: Charleston Community Sailing Inc. is a non-profit organization whose purpose is to improve the community and the sport of sailing by providing access, facilities, and sailing instruction to people of all socioeconomic backgrounds, skill levels, and physical abilities. Our mission is to engage the lives of children and adults, ages 5 & up in unique learning experiences through innovative programs to build character and promote a healthy spirit, mind and body.

Responsibilities:

- Support the sailing center and facility while monitoring safety
- Handle daily boat maintenance and keep fleet of sailboats & safety boats in a state of readiness
- Enforce CCS rules and provide a friendly and above all safe environment
- Maintain safety boats with gas, oil, required equipment, first aid, etc.
- Manage and organize all equipment, marks, PFDs, sail shed and maintenance shed.
- Responsible for general maintenance of facility and docks
- Develop maintenance procedures and ensure implementation
- Carry out inspections of the facilities to identify and resolve issues
- Plan and oversee all repair and installation activities
- Monitor equipment inventory and place orders when necessary
- Manage relationships with contractors and service providers
- Keep maintenance logs and maintain/report on daily activities of boat use and classes.

Qualifications:

- Must have experience with boats and in fiberglass repairs, gel coat, rigging
- Must be proficient in chase boat operation and rescue procedures
- Ability to work well with others, be patient, reliable and have a friendly, helpful attitude.
- Experience in planning maintenance operations
- Ability to keep track of and report on activity
- Excellent communication, interpersonal skill and organizational abilities