

Livery
Position Description

Title: Boat Rental Associate

Hourly wage: \$13

Position type: Part time seasonal position (Up to 23 hours/week)

Start date: May 26th 2017

Required availability: Friday 11am-5pm, Saturday 10am-5pm, Sunday 10am-5pm (Work Schedule TBD)

Applications due: May 17th 2017

Position Summary:

The Boat Rental Associate is responsible for preparing and renting out boats. The Associate works with boat renters to ensure they are familiar with all safety rules and feel confident operating the rental boat. They will open and close the livery and deliver signed release forms to the store at the end of the day.

Essential Functions for the Boat Rental Associate:

1. Opening and Closing the Livery:
 - a. Uncover boats in the morning, gather oars and keys for the boats that will be used that day.
 - b. Clean boats at the end of the day before covering them and plug in the electric boats.
 - c. Return all equipment to assigned areas before closing.
2. Helping Renters with Departure and Return:
 - a. Help each person into a properly fitting life jacket and make sure everyone has signed a release form (record which boat they are taking and for how long).
 - b. Help each person into the rental boat and give them a brief rundown on controls and safety rules; answer any questions they may have until they are confident in their abilities to take out the boat.
3. Handling Emergency Livery Situations:
 - a. Will take the rescue boat out in the case that a renter may get stuck or need assistance.
 - b. Call the Lead Livery Director if an emergency requires another person helping.
4. Customer Service:
 - a. Answer all questions renters may have.
 - b. Perform special requests (taking renters pictures, helping them into and out of rental boats).

Minimum Qualifications:

- High school diploma or GED.
- Demonstrated experience or education in maritime activities or other related fields.

Minimum Skills and Abilities:

- Excellent verbal communication skills.
- Ability to drive a rowboat and electric boat.
- Must be able to lift up to 50 pounds.
- Ability to explain boating and safety procedures.

How to Apply:

Please submit a resume, cover letter, and 2-3 references to guyhoppen@comcast.net or blovrovich@gmail.com.

