

Bahia Corinthian Yacht Club

JOB TITLE: MARINA MANAGER/DOCKMASTER

JOB CATEGORY: WATERFRONT OPERATIONS

ESSENTIAL FUNCTIONS:

- Responsible for the management of marina operations. Facilitate and assist in coordinating the arrival and departure of vessels.
- Manage marina and dry storage wait lists
- Manage marina and guest dock bookings
- Walk docks, lockers, and boatyard to ensure a safe environment exists for members, guests, and their property.
- Act as the initial liaison between members, front office, and Port Captain.
- Ensure accurate billing for all resources for which the marina office is responsible for managing.
- Prepare annual budget input and track actual results to budget
- Support promotion of races- obtain permits
- Publish and support race scoring
- Submit marina reports on timely bases to Accounting, General manager, and Vice Commodore
- Meet weekly and on a case by case basis with general manager to facilitate activities
- Maintain updated knowledge of products, industry trends, and methods
- Maintain accurate records both paper and electronic, related to billing and maintenance
- Maintain awareness of and continually practice safe work habits

Managerial Functions:

- Schedule club asset maintenance, taking into consideration club events, member service needs and budgetary guidelines
- Know club emergency procedures and where all emergency shut offs are located. Assist members in case of emergency

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WORK EXPERIENCE, SKILLS AND ABILITIES

- Demonstrates strong verbal and written communication skills.
- Strong leadership and motivating skills including the ability to build strong relationships with members and staff, initiative, teambuilding, member service, planning and organization, creativity, and innovation.
- Skilled in marketing and merchandising procedures, working knowledge of industry standards;, organizational and time management skills combined with a high level of initiative.
- Good business and commercial acumen.
- Stamina and the ability to work under stress, good at thinking quickly and sorting out problems on the spot, and the ability to stay calm in a crisis
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from members, reciprocal clubs, and the general public.
- Financial, budgeting and stock-taking skills.
- To perform this job successfully, an individual should have knowledge of Access, Wordpress, Internet software, Microsoft office to include Word, Excel, and Powerpoint.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. .

The employee is frequently required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include dose vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.

EDUCATIONAL REQUIREMENTS

Two- Three years related experience and/ or training; or equivalent combination of education and experience. Some college or University preferred.

SUBMITTAL

Qualified candidates please submit your contact information/resume to:

Scott R. Jones General Manager

scottj@bcyc.org

Bahia Corinthian Yacht Club

1601 Bayside Drive Corona del Mar, CA 92625 (949)644-9530

Bahia Corinthian Yacht Club

History of the Club

The Bahia Corinthian Yacht Club was established in 1958 and is one of the premier yacht clubs in Newport Harbor. The club boasts fine dining and a comfortable bar and lounge. Also available are banquet rooms for events and meetings. BCYC is the only club in the harbor with inside dinghy storage and a heated pool. The club also owns our marina, consisting of 64 slips, a 77-foot guest dock and a total of 124-foot two hour registration dock. Our members enjoy our many cruisers to other destinations including our yearly “Clambake” on Catalina Island. The club is also known for its many sailboat races and regattas and the popular junior sailing program.

