

**MARINA MANAGER (Seasonal)**  
**(Hiring for boating season 2018)**

**PIGEON KEY MARINA (MUSKEGON)**

This is a part-time “working manager” position. Hours and duties are variable throughout the boating season, which begins in April and ends in October. It is compatible with maintaining other employment during some or all of this period.

Pigeon Key Marina consists of 48 slips over three docks, and one marina office/bathhouse, all adjacent to Harbour Towne condominiums and Dockers Restaurant. It is well sheltered from wind and waves, and enjoys a sense of community difficult to replicate in larger settings. It is a short trip through Harbour Towne channel to Muskegon Lake, and the Lake Michigan channel is just north of there. Please visit [pigeonkeymarina.com](http://pigeonkeymarina.com) for more information.

Co-owners appreciate the services that the marina manager and dockhands provide, and are positive and encouraging in their interactions. Each summer, we partner with Dockers to provide it with boat docking services on weekends and holidays.

Responsibilities

*April-May:*

- Recruit, hire and train staff
- Prepare marina facilities
- Purchase supplies and uniforms
- Register co-owners
- Identify and make repairs, or arrange for them to be made

*June-August:*

- Supervise staff
- Schedule staff
- Evaluate staff
- Work along-side staff at PKM and Dockers Restaurant on weekends
- Prepare and submit payroll
- Address boaters’ concerns
- Identify and make repairs, or arrange for them to be made
- Purchase supplies
- Ensure cleanliness of facilities
- Complete routine maintenance

*September-October:*

- Supervise staff
- Schedule staff
- Prepare final staff evaluations
- Identify and make repairs, or arrange for them to be made
- Work along-side staff at PKM, as needed, on weekends
- Prepare facilities for closing
- Address boaters' concerns
- Complete routine maintenance

Several times during the year, the Manager will be invited to board of directors meetings, and the Annual Meeting in July.

Candidates' Attributes

- Have boating, marina, and/or boat docking experience
- Demonstrate
  - Maturity
  - The ability to supervise and work well with others
  - The ability to work with little direct supervision
  - The ability to communicate directly and empathetically, and to resolve conflict

Compensation: 2017--\$4000. 2018--TBD

To apply, please send resume and/or letter of interest to:

Steve Gaynor, President, PKMA  
gaynors@comcast.net