



MARINA DOCK HAND POSITION Pigeon Key Marina

Pigeon Key Marina is a privately owned and owner operated boating marina located adjacent to the Muskegon Harbour Towne Condominiums and Dockers Restaurant. It is well situated for convenient access to Muskegon Lake and the channel to Lake Michigan through a channel that runs through the Harbour Towne Marina. Additional information about Pigeon Key Marina is available at our website: <https://pigeonkeymarina.com>

Position Overview:

- PKM Dock Hands assist in the operations of the PKM Marina to ensure smooth, efficient, and safe delivery of services to PKM co-owners and boaters.
- Dock Hands report directly to the PKM Marina Manager and/or other PKM Board designated persons.
- Dock hands are trained and supervised by the PKM Marina Manager with an emphasis on conducting Dock Hand duties in accordance with position responsibilities as listed below.

Scope of Duties:

- Responsible for assisting the Marina Manager and Board for the seasonal operations of the PKM Marina facility including:
 - Assist boaters in leaving and returning to their boat slips safely according to established docking procedures (adapted as appropriate to specific boat and/or boater needs)
 - Carry out routine cleaning and maintenance duties as assigned by the Marina Manager including, but not limited to the following:
 - Conduct routine safety and security activities
 - Assist Manager in establishing positive relationships with boaters and maintaining good communications
 - Assist Manager in identifying and addressing matters needing attention
 - Carry out other routine employee responsibilities (work logs, time sheets, etc.)

Position Qualifications:

- Good interpersonal and communication skills
- Good organization and follow-through habits
- Strong work ethic and positive attitude
- Ability to communicate directly and maintain positive working relationships
- Ability to learn and follow procedures (operations, safety, communications, boat docking assistance, and routine maintenance)
- Ability to work with basic hand tools, deck staining, or other simple paint jobs.

Work Hours and Rate of Pay:

- Set by the PKM Board annually (\$12-\$16/hour for the 2024 season)
- Assigned and supervised by the PKM Marina Manager