

JOB POSTING:

Job Title: Pigeon Key Marina Manager



Job Description: Pigeon Key Marina is looking for a part-time manager for marina operations. Hours and duties are variable throughout the boating season, which begins in April and ends in October. The job responsibilities are anticipated to average approximately 20-23 hours per week for the months of May through September with some hours in late April and early October for Marina opening and closing activities. Hours are flexible and worked out with the Marina Board.

About Pigeon Key Marina (PKM): PKM is a dockminium association consisting of 48 slips over three docks, one marina office/bathhouse, and social pavilion all adjacent to Harbour Towne condominiums, located on the west end of Muskegon Lake.

Job responsibilities: Prepare marina facilities for season, identify and make repairs or arrange for repairs to be made throughout the season, supervise dockhands who work Friday-Sunday shifts, inventory and purchase supplies for the marina, log and address co-owners' concerns, monitor and address marina security and safety issues, maintain cleanliness of marina and facilities, and prepare marina for seasonal shutdown.

Qualifications:

- ◆ Boating, marina, and/or boat docking experience beneficial
- ◆ Demonstrated experience/ability to
 - Supervise the work of others in an encouraging manner
 - Provide clear direction and achieve results
 - Maintain positive interactions with others
 - Work effectively with little direct supervision
 - Communicate effectively, directly, and in a timely manner
 - Peacefully and gracefully avoid and/or resolve conflict
 - Assess situations and provide solutions
 - Identify and resolve concerns
- ◆ Ability and skill to make minor repairs to docks and facilities
- ◆ Positive disposition and desire to interact with a variety of avid boaters

Compensation: \$8,000 to \$11,000 per season based on qualifications and experience. A detailed job description is available to interested persons and potential applicants. Please send inquiries and applications to Pigeon Key Marina President, Pat Reeves: preeves9@sbcglobal.net

Applications will be accepted through March, 2024 or until the position is filled. Please include a letter of interest and brief resume with references.