

## Yacht Club Manager, Biddeford Pool, ME

The Biddeford Pool Yacht Club, Biddeford Pool, Maine, is seeking a General Manager. Employment will begin May 1, 2010 with a one month training/orientation period with full-time responsibilities beginning on June 1, 2010. In subsequent years the position is full-time between May 1 and October 31, and involves a limited commitment between November 1<sup>st</sup> and April 30<sup>th</sup>; to prepare necessary paperwork for the bookkeeper and hire and prepare staff for the next season. Housing is included adjacent to the Club on a seasonal or year round basis. Salary is predicated on equivalent salaried positions in Maine, and will be commensurate with the applicant's relevant experience. The General Manager reports to the officers of the Yacht Club, and is responsible for the day-to-day operations of the Yacht Club during its operating season of 14 weeks between mid-June and mid-September, with full-time but somewhat lesser responsibilities between May 1 and mid-June to open the Club and between mid-September and October 31 to close the club. During the off-season, the General Manager approves and categorizes invoices for the bookkeeper, attends meetings of Trustees, and handles hiring of staff for the following season.

General responsibilities include:

- Hiring and managing subordinate seasonal launch drivers and contractors
- Opening the club in the spring and closing the club in the fall, which involves:
  - Launching and hauling floats and moving club-owned boats to or from winter storage with assistance from staff or contractors
  - Coordinating the winterizing and commissioning club-owned boats and member boats stored on the Yacht Club property
  - Preparing clubhouse and grounds for the season or for winter storage
- Interface with the Club officers, trustees, and members
- Assisting with the implementation of Yacht Club social events
- Assisting visiting yachtsmen and other members of the public
- Interface with the Biddeford Harbor Master and other local officials
- General oversight of the junior sailing program
- Maintaining a safe and pleasant environment for the Club's members, guests and visitors
- Maintaining the relationship with our tenant, the Biddeford Pool Fishermen's Association
- Maintenance of the Club's physical plant including the Clubhouse, docks, floats, launches, sailing program power and sail boats and general grounds
- Approving and categorizing deposits and invoices for the Club's bookkeeper as well as making daily bank deposits of the club's receipts

This is a hands-on position and the General Manager is expected to be on the premises and on the water during the active season. Seamanship and small boat handling skills are a requirement to maintain safety at the Club and on the surrounding waters. Although a seasonal full-time position, the months of June through September comprise the period of most intense activity with some minor responsibilities in the off season to complete the opening and closing of the club, assist in the financial reporting and to secure staff for the next season. Position requires holding a minimum of a U.S. Coast Guard issued 50 Ton Master's license. EMT Certification is a plus. Initial contract will run to May 1, 2011. Subsequent contracts may be multi-year. More detailed information about the Yacht Club may be found at the Club's web site: [www.biddefordpool.org/bpyc/](http://www.biddefordpool.org/bpyc/).

Interested applicants should submit a resume and letter of interest to [biddefordpoolyachtclub@gmail.com](mailto:biddefordpoolyachtclub@gmail.com) or

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