

# Club Captain – Job Description

**Job Title:** Club Captain

**Reports To:** Vice Commodore

**Hours:** Year-Round (5 or 6 days in season, flexible off season)

**Job Description/Responsibilities:** The Club Captain is responsible for managing the clubhouse, docks and boats of the Manchester Yacht Club and maintaining all facilities and vessels in Bristol fashion. The Club Captain works closely with the Flag Officers to further the Club's mission "to encourage yachting." The position is responsible for assuring that the Club is a welcoming and congenial place for members, staff and visiting vessels and crews.

The position assures that staff support all Club activities including launch service, racing, cruising, on-water activities and shore-based events at the clubhouse. The Club Captain manages and hires staff including launch drivers, operations and maintenance staff, event manager and event staff. The job fosters a friendly relationship between staff and members. The position is also one interface with the Director of the Manchester Sailing Association which offers sailing instruction to youth and adults, whose summer operations are based at MYC and the nearby town facilities.

A combination of management skills, with exemplary seamanship and boat handling ability, demonstrated customer service, and experience with boat and on-shore maintenance are desired. The Club Captain helps set the tone of a professional and friendly organization befitting the 132-year history of the Manchester Yacht Club.

The year-round, salaried position includes weekend work during the boating season from mid-May through mid-October. Schedule is more flexible during the shoulder seasons opening and closing the club and during winter maintenance months.

## **Job Duties:**

- Foster an environment of pride, professionalism and commitment to the sailing and boating activities of the Club
- Assure safety and maintenance of yacht club boats, docks, clubhouse and storage barn
- Manage staff and oversee daily operations of the Club
- Oversee daily launch operations during boating season
- Manage Club relationship with USCG, local Harbormaster, and maintain active and strong relationships with the Town of Manchester and key vendors
- Assure operation and annual maintenance, registration and mooring permits of Club boats (2 launches, race committee boat, chase/mark boat, whaler, Rhodes 19 and three rowboats)
- Seasonal maintenance of clubhouse and storage barn and winterization of clubhouse and boats
- Oversee maintenance and seasonal stowage of gangway and floating docks
- Work with Club Flag Officers to develop operating budgets
- Document club procedures
- Prepare the clubhouse and boats if threat of storm or hurricane is forecast

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**Skills & Qualifications:**

- Three or more years of yacht club management experience
- Transparent and high integrity leadership
- Ability to manage with appropriate level of discretion
- Ability to multi-task and meet challenges
- Ability to collaborate with Club officers and Club Executive Committee on furthering Club goals
- Ability to work with diverse groups of volunteers/members and staff
- Proficiency in personal computers and Microsoft Office
- Excellent communication skills
- Physical ability to work aboard boats
- Carpentry or mechanical skills a plus
- Holds a launch operator license
- Doctor physical required

Salary and Benefits are commensurate with qualifications and experience befitting a club of the size and scope of the Manchester Yacht Club.

Please submit a resume and cover letter to [HR@Manchesteryc.org](mailto:HR@Manchesteryc.org) for consideration.