

**Job Title: Harbor Assistant**

**Location:** Harbor Point Yacht Club – West Alton, MO

**Reports To:** Harbormaster

**Pay:** Hourly \$15-25/hour based on experience

**Job Overview:**

The **Harbor Assistant** is a hands-on role responsible for the day-to-day upkeep and operation of Harbor Point Yacht Club's marina, clubhouse, pool, and grounds. This role includes general maintenance, basic landscaping, cleaning, and member support in a marine environment.

Ideal candidates are dependable, self-motivated, and comfortable working outdoors in various weather conditions. Experience with power tools required, small engines, boats, or harbor settings is a plus. Pay range is to accommodate various levels of experience, and individuals with a passion for the water and marina life are encouraged to apply.

**Key Responsibilities:****Facility & Grounds Maintenance:**

- Perform general upkeep of docks, clubhouse, pool area, and marina grounds
- Handle light carpentry, basic plumbing, and minor electrical tasks
- Clean and repair clubhouse, docks, pool, and common spaces
- Maintain landscaping: weeding, string trimming, clearing debris
- Operate small equipment (string trimmers, mowers, blowers, etc.)
- Assist in setting up for seasonal openings/closings and social events
- Prepare facilities for adverse weather or flood conditions
- Other duties as assigned by the Harbormaster

**Harbor & Marina Support:**

- Assist with docking, slip assignments, and boat tie-ups
- Maintain harbor signage, no-wake markers, and safety equipment

- Perform pump-outs and other routine harbor functions
- Help with minor boat maintenance and moving vessels when needed

### **Member Service & Safety:**

- Provide friendly assistance to members and guests
- Monitor marina for safety issues and report concerns
- Enforce harbor rules and promote a safe, clean environment

### **Qualifications:**

- General maintenance skills (carpentry, plumbing, or electrical experience a plus)
- Comfortable using hand tools and landscaping equipment
- Familiarity with boating or marina operations is preferred
- Must be able to swim and lift up to 50 lbs
- Valid driver's license required
- Reliable and able to work independently and as part of a team

### **Work Schedule:**

**October 1 – May 1:** Mon, Tues, Thurs, Fri, Sat (8:00 AM – 4:00 PM)

**May 1 – October 1:** Tues – Sat (7:30 AM – 3:30 PM)

Weekend and holiday availability required during peak season. Schedule adjustments may be made in hot weather with approval.

### **Compensation & Benefits:**

- Hourly pay \$15-25/hr, based on experience
- Uniform allowance
- Flood pay: additional hazard pay of \$75 / day during flood events and food/meals during this time will be reimbursed
- Winter holidays off (Thanksgiving, Christmas, New Years)

## **How to Apply:**

Send your resume and a brief cover letter to:

**info@harborpointyc.com**

Applications will be accepted until the position is filled.