

## Antique Boat Museum Job Description

Title: **Waterfront Assistant**  
**Full-Time Seasonal/Based on 40 hrs per week**  
**Hourly Non-Exempt**  
**Mid-June through Late August**

Report to: **Waterfront Manager and Educator**

### Job Description

Reporting directly to the Waterfront Manager, this seasonal position will assist with the oversight of on-water, small craft activities to ensure the safety of all museum students, guests and staff.

### Responsibilities

Supervise and guide sailing instructors and skiff livery attendants to ensure adherence to course curricula and safety guidelines

Work with youth, teens, and adults

Be a responsible, reliable, enthusiastic presence with good judgment and leadership

Take responsibility for ensuring a safe, organized, and educational waterfront and fleet

Perform seamanship skills to include keeping boats, equipment, and storage facility clean and neat

Assist with course registrations and staff scheduling

Must be available to work evenings and weekends for programs or special events

Other duties and responsibilities deemed necessary to meet the objectives of the Education Department

### Skills

Familiarity with Sunfish and Optimist sailboats and other small craft

Ability to drive and care for outboard engine-equipped safety boats

Work well with people of all ages

Current First Aid and CPR by the start of the 2018 program

Possess New York or other state Safe Boating Certification

Previous experiences in coaching or supervising summer camps

Self-motivated team player

Good communication skills

High school diploma and progress towards a Bachelor's degree required

Head USSailing Instructor Certification preferred

### **How to Apply**

Application materials due April 5, 2017

E-mail resume, cover letter, and three references: drantanen@abm.org

Or mail to: Antique Boat Museum

Waterfront Assistant Search

750 Mary St.

Clayton, NY 13624