

POSITION DESCRIPTION

TITLE: Assistant Director of Waterfront Activities - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Reporting directly to the Director of Waterfront, the Assistant Director of Waterfront Activities is responsible for supervising all aspects of the College's recreational facility and programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Develops and supervises programming to maximize student and faculty/staff utilization of the waterfront.
- Manages the River Center/Rowing Center building complex including scheduling of building spaces.
- Oversees all water essential club activities to ensure safety of persons and equipment.
- Directly responsible for preparation, maintenance and improvement of all recreational/ instructional assets including kayaks, dinghies, floating docks, safety boats and storage facilities.
- Develops and implements a training program for waterfront staff.
- Supervises daily recreational operations and the student waterfront staff.
- Oversees special events not limited to but including the Governor's Cup Yacht race, Great Cardboard Boat Race & Special Olympics.
- Develops and supervises waterfront camps as needed.
- Teaches instructional classes as needed.

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DESIRABLE QUALIFICATIONS:

- United States Sailing Association Level I Certification.
- United States Sailing Association Level I Instructor Trainer.
- Experience with boardsailing, rowing, kayaking and other water related activities.
- Experience in outdoor education and training.
- Experience in management and organization.
- Experience with small rescue boats and motors.
- U.S. Coast Guard Captain's License.
- Ability to relate to the varied members of a college community.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree.
- Experience: At least five years' experience sailing dinghies and keelboats including racing. Three years' experience teaching sailing and/or outdoor programming.
- Prior experience in boat maintenance and repair.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.