

NEWPORT YACHT CLUB STONEY CREEK INC.
DIRECTOR OF PROPERTY

General description:

The Director of Property is responsible for the maintenance and improvement of the clubhouse, facilities, docks and grounds and must be capable of performing physical tasks as needed.

Specific responsibilities:

1. Responsible for all aspects of inspection, maintenance, upkeep and cleanliness of Newport Yacht Club SC property
2. Opening the club at the beginning of the season, including water, power, safety of docks, property and club house
3. Winterizing the property before closing the club for the season
4. Arrange for permits for dredging and weed control and organizing the work once the permits are received
5. Hire, train and supervise the Dock master (student) for the summer, keep abreast of current employment standards
6. General grounds keeping such as arranging volunteers or sub-committees for garbage disposal, ice delivery, clubhouse maintenance, electrical, lawn maintenance, channel markers at the lake entrance and weed control
7. Installation and removal of large tent , small tents of special occasions
8. Coordinate with social, garden and other committees as required
9. Attend meetings and assist the new projects committees as required
10. Prepare facilities budget and keep up to date on any required changes to the budget
11. Maintain accurate records for club facilities and equipment
12. Serve as the head of the NYCSC emergency marina response team
13. Notify club members of any boating deficiencies and monitor corrective action