

ST JAMES TOWNSHIP JOB POSTINGS

BEAVER ISLAND MUNICIPAL DOCK

St James Township is seeking seasonal employees to operate the Municipal Dock to meet the standards and rules set by the Michigan Department of Natural Resources and the St James Township Board. The selected employees will be expected to provide continuous effort to develop a user-friendly Municipal Dock. The Municipal Dock is open from May 1 – October 1. Three distinct positions are available.

HARBORMASTER:

- ⊕ Duties: Responsible for planning, organizing, and managing the employees and work activities of the Municipal Dock. Implement and maintain MDNR Reservation System. Collect and account for all Municipal Dock monies and fees. A complete job description is available at: www.stjamestwp.org
- ⊕ Expected Hours: 25 hours per week in May and September; 48 per week June, July & August. 40 hours outside of regular summer hours.
- ⊕ Pay Range: \$17.00 - \$22.00 per hour, depending on experience.
- ⊕ Preferred Qualifications: High school graduate or equivalent; college preferred. Possess a minimum of four (4) years of related experience in resort environment, working familiarity with boating.
- ⊕ Other: Persons applying for this position should keep the date of April 12, 2017 free as they may be requested to attend the spring training on the MDNR dock reservation system at the Municipal Dock office.

DOCK ASSISTANT:

- ⊕ Duties: Assist Harbormaster in managing all operations of the Municipal Dock. Assist Harbormaster in implementation and maintenance of MDNR Reservation System. A complete job description is available at: www.stjamestwp.org
- ⊕ Expected Hours: 30 hours per week per week from mid-June to late August.
- ⊕ Pay Range: \$12.00 - \$14.00 per hour, depending on experience.
- ⊕ Preferred Qualifications: High school graduate or equivalent; college preferred. Possess a minimum of one (1) year of related experience in resort environment, working familiarity with boating.

DOCK HOST(S):

- ⊕ Duties: Assist Harbormaster in managing all operations of the Municipal Dock. Assist Harbormaster in implementation and maintenance of MDNR Reservation System. This position will likely be filled by a transient boater(s) and may be for stretches of 3 weeks to 10 weeks. A complete job description is available at www.stjamestwp.org
- ⊕ Expected Hours: 15 - 20 hours per week from mid-June to late August.
- ⊕ Pay Range: No cash payment; work is completed in exchange for free or reduced slip fees.
- ⊕ Preferred Qualifications: High school graduate or equivalent; college preferred. Possess a minimum of one (1) year of related experience in resort environment, working familiarity with boating.

Applications Must be Received in the St James Township Governmental Center by April 10, 2017 – 3:00 p.m.

Applicants should send a letter of interest and resume by US Mail or email or drop off to:

Supervisor Kathleen McNamara

PO Box 85

37830 King's Highway, Beaver Island, MI 49782

mcnamara.stjamestwp.bi@gmail.com