

ST JAMES TOWNSHIP JOB POSTING BEAVER ISLAND MUNICIPAL DOCK

St James Township is seeking a Dock Assistant for the 2018 Boating Season. The dock assistant will work with the Harbormaster and Harbormaster Assistant 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 employee will be expected to provide continuous effort to develop a user-friendly Municipal Dock. The Municipal Dock is open from May 15 through October 1. The Dock Assistant will work 30–36 hours per week from mid-June through late August.

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: [St James Twp Website](#) or at the St James Township Governmental Center.
- ⊕ **Expected Hours:** 30 - 36 hours per week per week from mid-June to late August.
- ⊕ **Expected Pay:** \$14.00 per hour.
- ⊕ **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 Friday, April 27, 2018 by 3:00 p.m.

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

Supervisor Kathleen McNamara
PO Box 85
37830 King's Highway,
Beaver Island, MI 49782
mcnamara.stjamestwp.bi@gmail.com

Expected Timeline:

- ⊕ April 12, 2018: Dock Assistant Position Posted
- ⊕ April 27, 2018: Applications Due
- ⊕ April 30, 2018: Interviews for Dock Assistant
- ⊕ May 2, 2018: Dock Assistant Recommendation to Township Board

Posting:

- ⊕ To be posted on BI Forum and Chamber Message Board, Township website, WVBI, Post Office, Airports, Library