

Seasonal

**Marina Manager
Position - Seasonal**
The Village of Sister Bay is seeking qualified male or female Marina Manager candidates at the Sister Bay Marina. At least three years' experience as a marina manager is strongly desired. Responsible for the operation of the marina including slip rental. Oversees the maintenance and operation of the Marina offices and grounds. Responsible for the acquisition and maintenance of all Marina equipment; responsible for purchases, control and use of all materials and supplies. Manages and supervises staff. Responsible for all financial and bookkeeping functions. Candidates must be able to perform a variety of boat launching and dock operations, including dock maintenance, credit card, cash register and other fiscal duties. Computer skills are desired. The position requires the ability to perform a variety of physical tasks associated with Marina operations. Coast guard, CPR, boating training or certifications desired. Possession of a valid driver's license is required. Residency is not required. The work is expected to start around mid-April and will run through the fall for a total of 1,000 hours. During the summer, the work will be full time and the weekly working schedule will vary. Target salary range is dependent upon qualifications and experience. The closing date for applications are March 1, 2012 or until filled. Job descriptions and applications for all available positions may be obtained at the Village Administration Office, 2383 Maple Drive, Sister Bay, WI 54234. (920-854-4118) Drug tests will be required as a condition of employment. *Sister Bay is an equal opportunity employer.*