



JOB DESCRIPTION

Fleet Boat Asset Coordinator

General description:

Appointed by the Board¹ and reporting to the Fleet Captain Dinghy, this position is responsible for the organization, supervision and upkeep of the fleet of sailing dinghies, chase boats and specialty club boats.

Specific responsibilities include:

1. Maintenance and repair of all club boats, including sailing dinghies, chase boats, and any other club boats, plus the related equipment and facilities;
2. Development of a suitable maintenance/inspection log for each vessel, in conjunction with a record of detailed expenditures;
3. Supervise a suitable inventory of supplies and replacement parts;
4. Ensure good routine care is taken for each boat;
5. Monitor club boat useage by both sailing school/junior programs and SISC general members;
6. Develop a recommended long-term schedule for boat replacement based on economic use-life;
7. Recommend annual capital budget for replacement and any additional club boats to the Fleet Captain Dinghy;
8. Coordinate a recommended plan of capital boat replacements in each year;
9. Ensure appropriate disposal arrangements for boats removed from service;
10. Other functions and tasks within the above general scope of responsibilities, as assigned by the Fleet Captain Dinghy.

Anticipated time demands (after initial familiarization period): 10 hours per week during the Sailing School Program, and 2 hours per week over the balance of the year.

Date adopted by the Board of Directors: March 5, 2013

Date of last review _____

¹ **All Board-appointed positions are for one year terms, renewable annually on the recommendation of the Board member responsible for the position.**