



OPERATIONS STAFF JOB DESCRIPTION AND RESPONSIBILITIES

- Operations Staff are responsible for the daily maintenance and upkeep of the sailing center facilities and assets.
- Staff are expected to follow the Sail Newport dress code, and be neat and presentable in appearance.
- Operations staff need not be sailors, but an understanding of the sport is a plus. Familiarity with Newport and Aquidneck Island is also a plus.
- Staff should be comfortable working with basic hand tools as well as lawn cutting equipment. Training in the use of equipment is provided on the job.
- Good communication skills, particularly in person are essential.
- The ability to work as part of a team is important, as the Operations Staff work closely with all of the various departments at Sail Newport.
- The ability to handle pressure and to multi-task is important.
- Operations Staff will be responsible for maintaining the sailing center grounds including minor repairs to docks and buildings, mowing the grass and other yard work, and picking up trash/recycling on a daily basis.
- Operations Staff are responsible for the set-up and break-down of the powerboat fleet each day including fueling and securing for the night.
- The Operations Staff also help to facilitate the set-up and break-down of special events and regattas including tent parties and organizing the site for visiting boat storage.
- Other project tasks as assigned.