

Baylor University Job Description – Outdoor Adventure

Job Title: Marina Guide

Job Summary: Marina Guides are responsible for opening, closing, and operating the facility. Guides assist customers to properly fit PFDs and select paddles, communicate the Marina's Water Safety Instructions, and give brief paddling instructions. Excellent communication skills are required to present and enforce all policies. The Marina is an open air facility and guides spend the majority of their time outdoors exposed to sun, wind and other elements. Guides are also required to spend time on the water observing patrons and enforcing Marina policies. They should be capable of lifting boats up to 50 pounds and paddling with a boat in tow. Sailing and bike maintenance skills are preferred, but not required. Guides are under the direct supervision of the Marina Manager or assistant managers.

Season: The Marina Guide is a seasonal position. The Marina will close for the winter in late November and re-open in early March. The Marina is also a weather dependent facility, meaning staff may be sent home if the Marina closes for inclement weather.

Qualifications:

- Candidates must be Baylor students and work study recipients.
- Candidates must possess good judgment in emergency situations, sharp decision making skills, assertiveness, positivity, energy, and the ability to calmly handle conflict.
- Candidates must be capable of lifting boats up to 50 pounds and paddling with a boat in tow.
- Candidates must show initiative, enthusiasm, and support for the Outdoor Adventure program.
- Previous canoeing, kayaking, sailing, bicycle maintenance and/or customer service experience is preferred but not required.

Responsibilities:

- Attend staff trainings and meetings as scheduled.
- Provide water safety and boating instruction for participants.
- Provide bicycle maintenance and instruction for participants.
- Be prepared to answer questions about the Marina or any Outdoor Adventure program.
- Maintain Marina boats, paddles, PFDs, and other equipment.
- Ensure participants are following Marina policies, using equipment properly, and are exercising safety while using the Marina and provided equipment.
- Keep the Marina and equipment neat, clean, and organized.
- Report all injuries and emergency situations.
- Enforce all policies and procedures governing the usage of the marina.
- Report and record all incidents involving misconduct or damage to person or property.
- Report and record definite or potential hazards and unsafe conditions.
- Perform other duties as assigned.