



**Department:** Operations

**Reports To:** Marina Director

**Status:** Seasonal, Hourly Position, Start May 1, 2026

**Marina Operational Hours:**

MAY, JUNE & SEPTEMBER 7 days a week 8 a.m. to 5 p.m.

JULY & AUGUST 7 days a week 7 a.m. to 6 p.m.

### **Position Summary**

The Marina is seeking to fill the position of a Storage Coordinator at the Marina. The position is seasonal during summer from May through September. This role contributes directly to efficient Marina workflows and a positive guest experience.

### **Essential Duties & Responsibilities**

- Place an emphasis on safety, customer service, and accountability.
- Demonstrate the Marina's S.H.A.P.E. values and uphold a professional appearance and maintain a positive and cooperative attitude, demeanor, and approach with customers and team members.
- At all times, follow all safety rules, regulations, and company policies when performing work duties.
- On time and fit for duty for scheduled work shifts.
- Communicate effectively and professionally with all customers, the Marina Director, Service Manager, Guest Service/Administration Manager, fellow employees, and 3rd party Vendors on property.
- Perform Marina Opening and Closing procedures.
- Communicate with customers regarding storage options and billing.
- Assign boat storage locations based on customer needs and size.
- Maintain organized documentation related to rental agreements, sales transactions, and tracking and processing billing/payments.
- Assist with other marina operations such as fueling boats, securing boats in harbor, driving boats, and general maintenance as directed by Management.
- Enter transactions into Marina Management software Molo.
- Track and abide by TRPA Boat Seal Inspection and Launch protocols.
- "Tag out" any piece of equipment, vehicle, or vessel that is not working properly.
- Wearing correct Personal Protective Equipment for the job at hand.
- Attend required company weekly Safety Trainings.
- Follow company guidelines in Employee Handbook.
- Motor skills to balance and stabilize on uneven and moving surfaces.
- Maintain knowledge of safety and environmental requirements.
- Knowledge or ability to be trained in Employee Orientation.
- Knowledge or ability to be trained in Hazardous Materials Response.
- Knowledge or ability to be trained in Emergency Response.
- Perform additional duties as they are assigned.

### **Required Qualifications**



- Available to work weekends and Holidays for the duration of the season.
- Strong attention to detail and ability to manage multiple tasks simultaneously.
- Previous experience boats preferred.
- Excellent communication skills—written, verbal, and interpersonal.
- Proficiency with computers, tablets, phone, and handheld radio.
- Proficiency with computers, scheduling tools, and standard office software: Microsoft Suite products such as Teams, SharePoint, Outlook, Excel, and Word, Molo, Boat Cloud, and ScreenCloud.
- Possession or ability to attain a CA Boater's License

### **Physical Requirements**

- The physical requirements described here are representative of those that must be met to successfully perform the essential functions of this position:
- Ability to sit, stand, walk, and use hands and fingers to handle or operate equipment for extended periods of time.
- Ability to lift up to 25 pounds occasionally.
- Ability to work in an outdoor marina environment, including exposure to outdoor weather conditions.
- Ability to communicate effectively in person, by phone, by radio, and electronically.
- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Work Environment**

This position operates in a outdoor marina service environment, a indoor warehouse environment, and in an office environment. Noise levels may vary. Employees are expected to follow all safety regulations and use required PPE when applicable. This position is expected to work and collaborate with all departments of the Marina. A basic understanding of the operation will be needed to support team members throughout the company.

### **Employment Disclaimer**

This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required. Homewood Marina reserves the right to modify job duties or job descriptions at any time, in compliance with California law. Employment is at will.

### **Pay Rate**

Starting at \$25/HR and up to \$27/HR DOE

To apply please send your resume to the Marina Director, Jason Hennessey, by emailing [jason@homewoodmarina.net](mailto:jason@homewoodmarina.net) or call 530.525.5966.