



CRUISING YACHT CLUB OF AUSTRALIA

Home of the Rolex Sydney Hobart Yacht Race

Job Description

Job title	Casual Tender Driver and Marina Hand
Supervisor/Manager	Operations Manager Marina Administrator
Main Duties / Responsibilities	<p>To assist tender boat driving and assist the operations manager in ensuring the marina, clubhouse and property of the Cruising Yacht Club of Australia facilities are presented to an agreed high standard.</p> <ul style="list-style-type: none">• Tender driving and on-water services as required.• Complete daily dock walks in the absence of the marina administrator• Follow the berthing plan as advised by the Marina Administrator and ensure visiting vessels adhere to the berthing plan in the administrator's absence• Perform daily checks on Club assets including marina, clubhouse and grounds as directed. Ensure the cleanliness of the marina and complete minor maintenance tasks as directed• Assist in preparation of race management equipment for regattas.• In conjunction with the Operations Manager assist with the placement and removal on race competitor's yachts the 'Yacht Tracker' system for ocean racing events.• Assisting the on-water race management team i.e. mark laying as required.• Assist with Rolex Sydney Hobart Yacht Race preparations.• Maintain a clean and safe workspace and abide by workplace health and safety policies and procedures.• Other tasks as reasonably directed.
Skills and Experience	
Qualifications	<ul style="list-style-type: none">• Commercial Maritime Certification such as a Coxswains Grade 2 or Certificate or Master <24m NC – Essential• HLTAID003 Provide first aid – Essential• HLTAID001 Provide cardiopulmonary resuscitation – Essential
Experience and Skills	<ul style="list-style-type: none">• Basic knowledge of Excel/Outlook/Word• Work within a team and independently• Basic computer skills• Trade certificate or relevant industry experience – preferable• Splicing• Detailing Vessels
Hours of Work	Flexible working hours including weekends, public holidays, and NYE