Position Title — Assets Manager

Duties:

* Supervise maintenance and storage of boats and trailers.
* Regular inspection of dock, shed and sundry equipment.
* Maintain inventory of paddles and lifejackets
* Seek approval from the Board for and undertake acquisition of replacement paddles, lifejackets and sundry equipment.

\*\*\*\*\* Organize installation and removal of dock with owners of Harbourview Marina

* Organize cleaning and waxing of boats at beginning and end of season.
* Organize launch and removal of boats.
* Check on potential issues regarding boats and equipment in the event of inclement weather.
* Performs other duties assigned by the Board.
* As a Board member, attend and participate in as many club events as possible.
* Arrange for club clothing orders and work with suppliers.