

BEAVER ISLAND MUNICIPAL DOCK STAFFING GUIDELINES FOR SUMMER 2018 ST JAMES TOWNSHIP

Typical Daily Hours are from 8:00am – 8:00pm

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OFF SEASON <small>FALL/WINTER/SPRING</small>
HARBORMASTER 264 Total hours May 15 through September 31. 40 during off season Pay \$22.00 per hour	20 Hours Per Week 20 X 3 weeks = 60 hours	12 Hours Per Week 12 X 4 weeks = 48 hours	12 Hours Per Week 12 X 4 weeks = 48 hours	12 Hours Per Week 12 X 4 weeks = 48 hours	20 Hours Per Week 20 X 4 weeks = 80 hours	40 Hours
HARBORMASTER ASSISTANT 674 Total Hours June 15 through August 31 Pay \$17.00 per hour	20 hours	36 Hours Per Week 36 X 2 weeks = 72 hours	36 Hours Per Week 36 X 4 weeks = 144 hours	36 Hours Per Week 36 X 4 weeks = 144 hours	15 hours	15 hours
DOCK ASSISTANT 360 Total Hours June 15 through August 31 Pay \$14.00 per hour		36 Hours Per Week 10 hours training prior to June 15 36 X 2 weeks = 72 hours	36Hours Per Week 36 X 4 weeks = 144 hours	36 Hours Per Week 36 X 4 weeks = 144 hours		
CLEANING SERVICE		<i>DAILY JUNE 20 THROUGH LABOR DAY</i>				
VOLUNTEER DOCK ASSISTANTS		<i>As needed – Mackinac Race, HS event, Bay Harbor and other Events</i>				Township Board Approval:

- Overall hours should be very similar to what is identified above, but individual hours can be adjusted based upon needs. This staffing plan allows for two staff members to be on site for several hours per day during the busy boating season.
- Volunteer Dock Assistants will be recruited by the harbormaster; several summer residents have expressed interest in helping out if needed
- Prepared by K McNamara 4/3/2018 based upon information from the following sources: Past Practice BI, Meeting with Harbormaster and Assistant