

BEAVER ISLAND MUNICIPAL DOCK STAFFING GUIDELINES FOR SUMMER 2017 ST JAMES TOWNSHIP

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OFF SEASON FALL/WINTER/SPRING
HARBORMASTER 776 Total hours May through September. 40 during off season Pay Range 17.00 - \$22.00 per hour	25 Hours Per Week Tu-Sat 1-6 = 25 Sun. & Mon. Off 25 X 4 weeks = 100 hours	48 Hours Per Week M-Sat 9-5 = 48 Sunday Off 48 X 4 weeks = 192 hours	48 Hours Per Week M-Sat 9-5 = 48 Sunday Off 48 X 4 weeks = 192 hours	48 Hours Per Week M-Sat 9-5 = 48 Sunday Off 48 X 4 weeks = 192 hours	25 Hours Per Week Tu-Sat 1-6 = 25 Sun. & Mon. Off 25 X 4 weeks = 100 hours	40 Hours
DOCK ASSISTANT 330 Total Hours June 15 through August 31 Pay Range 12.00 - \$14.00 per hour		33 Hours Per Week Su 12 - 9 = 9 W-Sa 5-9 = 24 M & T Off 33 X 2 weeks = 66 hours	33 Hours Per Week Su 12 - 9 = 9 W-Sa 5-9 = 24 M & T Off 33 X 4 weeks = 132 hours	33 Hours Per Week Su 12 - 9 = 9 W-Sa 5-9 = 24 M & T Off 33 X 4 weeks = 132 hours		
DOCK HOST (S) 160 Total Hours June 15 through August 31 no actual pay, but value of approx 15.00/hour based on boat slip charge of 35.00 per day		16 Hours Per Week Sun 8 – Noon = 4 M/T/F/S 8-11 = 12 W & TH Off 16 X 2 weeks = 32 hours	16 Hours Per Week Sun 8 – Noon = 4 M/T/F/S 8-11 = 12 W & TH Off 16 X 4 weeks = 64 hours	16 Hours Per Week Sun 8 – Noon = 4 M/T/F/S 8-11 = 12 W & TH Off 16 X 4 weeks = 64 hours		
VOLUNTEER DOCK ASSISTANTS		<i>As needed – Mackinac Race, HS event, Bay Harbor and other Events</i>				Township Board Approval: 0/0/2017

- 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.
- Dock Host(s) will likely be a couple and may be 'hired' for 3 – 8 week stints
- Volunteer Dock Assistants will be recruited by the harbormaster; several summer residents have expressed interest in helping out if needed
- Prepared by K McNamara 2/7/2017 based upon information from the following sources: Past Practice BI, conversations with Joe Timsak, Charlevoix City, Boyne City, East Jordan and Michigan Townships Salary Comparisons for similar work & responsibilities.