

# ANACORTES YACHT CHARTERS

## Fleet Captain

Seasonal job, approximate employment dates are March 1 – Oct. 30

Hours: Fri. / Sat. / Sun. 8:00am – 6:00pm or as necessary

Mon. - Thur. as necessary

Hourly: D.O.E. – *prior industry experience or instruction experience is preferred*

Reports to Operations Manager and Lead Fleet Captain

Responsibilities include, but are not limited to the following:

1. Check-out charter vessels/skippers on departure days.
2. Check-in vessels/skippers on return days.
3. Become thoroughly knowledgeable about yachts in designated fleet. (Handling characteristics, operation systems etc...)
4. Communicate with boat owners after every charter return and in regards to maintenance and repairs.
5. Responsible for light maintenance on all yachts in your fleet including:
  - Minor electrical repairs
  - Domestic water repairs
  - Marine sanitation system repairs
  - Other minor repairs not needing a mechanic
6. Diagnose other repairs requiring a mechanic or sub-contractor services
7. Accurately and neatly prepare all necessary forms including time sheets, check in/check out sheet, discrepancy form etc.
8. Assist other Fleet Captains as necessary.
9. Maintain organization and cleanliness of Rep room.
10. Attend weekly fleet captain meetings.
11. As a representative of AYC, must present a clean, professional appearance and possess a healthy attitude.

*AYC is a non-smoking workplace.*

**If this description matches your experience, please forward resume to Jeff Gleckler at [jeff@ayc.com](mailto:jeff@ayc.com)**