



Woods Hole Yacht Club

Assistant Steward - Job Posting 2026

The Woods Hole Yacht Club (WHYC) located in Woods Hole, MA is accepting applications for an Assistant Steward for the 2026 summer boating season. This is a part time position as described below.

Overview:

The Assistant Steward's principal duty is to assist the Steward to ensure that the Club functions in a manner that is conducive to the enjoyment of the membership. The Assistant Steward will provide a positive, welcoming, and helpful environment while ensuring that the WHYC is as safe as possible for members and guests.

The Assistant Steward will carry out assignments from the Steward to maintain the WHYC facilities and grounds including the docks, skiff lines and the Club's boats. This is primarily done by covering the Steward's duties on the days that the Steward cannot be present. The Assistant Steward is expected to support Committee chairs in the execution of their duties.

Responsibilities:

1. Opening, closing, and routine cleaning of the clubhouse each day
2. Maintenance of Club boats, equipment, facilities, and grounds
3. Manage club mooring reservations and fee collection
4. Parking sticker issuance and fee collection
5. Help with special events, on and off site, including prep work, setup, and clean-up
6. Answer the phone and emails

Qualifications:

1. Positive attitude with excellent organization and communication skills
2. General knowledge of basic yacht club activities such as: launching of small sailboats, rigging of sailboats, assisting vessels with docking/mooring
3. Ability to safely operate a small powerboat
4. Working knowledge of weather and tides
5. Capable of general boat maintenance, facility maintenance and basic landscaping
6. A working knowledge of basic computer skills is preferred.

Hours and season:

- Work days are Monday & Tuesday, (which are the days the Steward has off).
- ~ 16 hrs/week, 8 hrs / day. 8:00am - 5:00pm, with 2 hr unpaid lunch, plus 1 hour to return at sunset to pull the flags down and close the clubhouse.
- General Dates: June 1 - September 1
- Special events, races, and unforeseen demands may vary and allow for increased hours.

Compensation: \$18-25/hr dependent on experience and skills.

If interested in this job please contact Rod Catanach at commodore@woodsholeyachtclub.org with your resume or if you have questions.