

N E W H A M P S H I R E  
**BOAT MUSEUM**

**Position Title:** *Millie B Dock Attendant*  
**Reports to:** *Millie B Operations Manager*  
**Status:** Seasonal Part-time position; hourly \$10.25  
**Application deadline:** ASAP  
**To apply:** Send resume, cover letter and references to MillieB@nhbm.org

**Function of Position**

The Dock Attendant oversees the *Millie B* kiosk, a part of the NH Boat Museum, at the Wolfeboro Town Docks. The *Millie B* is a replica vintage 1928 wooden motorboat, a Hacker-Craft. It is a 28', triple cockpit runabout that can take up to ten passengers for narrated rides on Lake Winnepesaukee. The Attendant sells tickets and makes reservations for the *Millie B* and assists passengers with boarding and disembarking. The Attendant also assists the captain with docking procedures associated with departure and arrival of the *Millie B*. The Attendant should be outgoing, friendly, and people-oriented. Must be available June 1 through mid-October. Weekends are likely.

**The New Hampshire Boat Museum**

The New Hampshire Boat Museum is a small, but very active museum located in scenic Wolfeboro, a town located on the shores of Lake Winnepesaukee. The Museum's mission is to inspire an understanding of and appreciation for New Hampshire's freshwater boating heritage and lake culture. Open from Memorial Day through Columbus Day the Museum serves over 10,000 residents and tourists with changing exhibitions, an array of programs that promote active engaged learning, and the *Millie B*, a replica 1928 wooden Hacker-Craft.

**Essential Functions**

Ticket sales and reservations

- Processes ticket sales for customers with reservations as well as walk-up customers
- Makes reservations using the online calendar
- Morning shift sets up the kiosk on the dock and afternoon shift packs up the kiosk, putting it away at the end of the day
- Tracks customers, files a report at the end of each day
- Personable, good customer service

Assisting with docking

- Assists captain with tying and untying the boat to the dock
- Helps customers boarding and disembarking the boat

**Knowledge and Skill Requirements**

- Point of Sales / retail experience preferably with experience handling credit card and cash sales, utilizing math skills
- Good customer service a must: friendly, personable, and good sense of humor
- Physically able to go up and down stairs, walk on uneven surfaces, climb aboard a boat, tie a rope to a cleat or post, and push/pull up to 50 lbs
- Assisting passengers in and out of the boat
- Knowledge of Lake Winnepesaukee, Wolfeboro, and surrounding area in New Hampshire a plus

This position is employed-at-will and no contractual agreements should be inferred from this job description. The New Hampshire Boat Museum is an Equal Employment Opportunity employer. For more information about the New Hampshire Boat Museum, including the organization's mission, events and programs, visit [www.nhbm.org](http://www.nhbm.org).