



JOB DESCRIPTION

TITLE	PROGRAM FACILITATOR
REPORTS TO	Executive Director

Job Purpose

The Program Facilitator will have hands on responsibility for implementing a variety of programs and events all aimed at promoting the sport of sailing throughout Ontario.

Duties and Responsibilities

Program Delivery

- Provide hands on leadership to Ontario Sailing’s BOOM Mobile Sailing Schools. In addition to the instructing on the water with the program in locations across the province for the entire summer, this includes year round communication with potential BOOM host organizations.
- Ensure the BOOM program has the tools required to run at a high level including appropriate staffing, equipment and overall customer service.
- Work with member clubs to encourage participation in “Get Out On The Water” events and assist them in the promotion of their smaller community events where appropriate.
- Assist in delivery of other Ontario Sailing special events, such as annual conference and Celebration of Sail.
- Assist in delivery of Ontario Sailing programs as appropriate to their current certifications and need.

Promotion & Communications:

- Implementing a strong, high quality, presence for Ontario Sailing at the Toronto Boat Show and other in person promotion opportunities that may be identified with a strong return on revenue.
- Represent Ontario Sailing and the sport of sailing to broad and diverse groups of public in different forums as required
- Utilize social media to communicate and promote the programs and services of Ontario Sailing as well as promote sailing on a broader level.

- Support the staff team with overall communications related projects as needed and appropriate.

Required Competencies & Qualifications

The Program Facilitator will be thoroughly committed to the organization's mission and values. They should have proven customer service and program delivery experience in a team atmosphere. Concrete demonstrable experience and other qualifications include:

- Sail Canada Certified Sailing Instructor – CANSail Level 1/2 is required minimum. Higher levels, speciality levels and/or Cruising Instructor certifications are considered assets for this position. (Associated qualifications to remain current are also required to be maintained).
- Strong social media and communication experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Ability to work effectively in collaboration and take directions from multiple sources.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Working Conditions and Physical Requirements

- The position will involve physical activity on a semi regular basis, both for event set up and take down throughout the year and the required activity involved in program delivery such as moving boats and sailing equipment. Additionally a range of other physical work to assist in program delivery and equipment upkeep will be required, especially for special events.
- Driving while towing a boat trailer will be an ongoing requirement.
- Working hours will reflect need based on programs. Over July and August program delivery will dictate longer hours and weekends to travel. During the remaining months the majority of hours will be regular office hours with the ability to work evening, weekends, and overtime hours to accommodate activities such as the ten day Toronto Boat Show and other promotion activities and special events.

Direct Reports

This position supervises 3-6 seasonal staff delivering the BOOM program. Additionally they may oversee part time temporary staff who are assisting in staffing special promotional events.