



# Quinte SailAbility

## Dock Supervisor Employment Opportunity

This is a great opportunity for someone wanting to develop their organizational and interpersonal through very rewarding work as Dock Supervisor with Quinte SailAbility. Quinte SailAbility offers the teaching of sailing to people of all ages with a disability. Quinte SailAbility provides a beautiful and interesting back drop operating out of Bay of Quinte Yacht Club (BQYC) located in the City of Belleville. Quinte SailAbility has run successfully for 19 years.

### 1 DOCK SUPERVISOR POSITION

- Required to work effectively as a team member with 2 other staff and volunteers.
- Wage dependent upon experience and capability.
- Need to bring enthusiasm and energy to motivate kids and adult of all ages.

#### Duties Include, but limited to:

- Supervise dock volunteers and assign tasks as required
- Maintain sailing schedule of student's bookings and adjustments
- Initiate and maintain student and volunteer personnel files
- Advise students and volunteers of schedule changes
- Record student's sailing sessions and volunteer hours
- Advise students and volunteers of upcoming events
- Monitor the dockside phone/VHF radio
- Inspect and clean boats/dock equipment as required
- Monitor gas and oil supplies, advising instructors if any needed
- Advise Maintenance Officer of any repairs required
- Ensure equipment is stored correctly
- Operate race committee boat or other watercraft as directed

#### Skills Required:

- Knowledge of computers and Microsoft office programs required
- Ability to prioritize and multi-task

#### Equipment used:

Martin 16, Access Dinghies and Challenger Trimaran; Teaching aids supplied

#### Location:

Bay of Quinte Yacht Club, Belleville Ontario

#### Courses Offered:

CANsail, Racing, Cruising and Recreational Sailing.

*\*some of these programs may be adjusted to adhere to COVID-19 restrictions etc.*

#### Dates of Operation:

July 2 thru August 31 2021  
*\*hire date will commence prior to operation start date. The employee hire date will be between mid to end of June 2021. Orientation / training to be completed prior to July 2 operation start.*

**Please email your resume, attention Rachael Lamb, by 4:00pm Monday May 3 2020**

**Email:** [quintesailability@hotmail.com](mailto:quintesailability@hotmail.com)

**Website:** [www.QuinteSailAbility.com](http://www.QuinteSailAbility.com)