



Niagara-on-the-Lake Sailing Club

General Manager Job Description

Job Summary

Our client, an established Club that is one of the premier sailing destinations in the world, is seeking an experienced **General Manager** to oversee day-to-day operations. The General Manager is responsible and accountable for the daily management and operations of the Club, including general administration oversight, delivering of services to members, customers and visitors, human resource management for all staff, the management of facilities and equipment both marine and land based, management of contractors and contracted services, compliance with all laws, rules and regulations applicable to Club facilities and operations, oversight of the Junior Sailing staff/maintenance of Junior Sailing equipment and all other matters as may be directed by the Board of Directors, through the Vice Commodore, Operations, from time to time.

Key Responsibilities

The table below details the key responsibilities of the job.

Key Responsibilities

ADMINISTRATIVE OVERSIGHT

- Provide oversight of all administrative functions as directed by the Board of Directors, through the Vice Commodore, Operations including, without limitation, all accounting functions, cash management, human resource requirements, contractor management, facilities, equipment and operations management and website management.
- Supervise budget preparation, profit and loss and balance sheets, monthly financial statements, and year end preparation for auditor, in consultation with the Treasurer and Vice Commodore, Operations for pre-approval by the Board of Directors and approval by the Membership.
- Adhere to all board policies and procedures and ensure compliance with all legal and regulatory requirements governing NOLSC facilities and operations.
- Be on call after hours for both security and emergency response requirements.
- Ensure insurance placement for property, facilities, and liabilities as directed by the Board and communicated through the Vice Commodore, Operations.

- Supervise employees, including staff coaching, vacation scheduling, hiring and supervising parttime and student employees, ensuring safety instruction and effective communication between all NOLSC staff.
- Assign slip allocations
- Prepare General Manager Reports to the Board of Directors and attend Board meetings as required.

FACILITIES MANAGEMENT

- Supervise maintenance of both indoor and outdoor facilities – Office/Club House, A-Frame, grounds, and docks
- Ensure all facilities and equipment/mobile equipment and tools are inventoried and maintained on a regularly scheduled basis and ensure that all requisite operation approvals, certification, and licenses are maintained for NOLSC equipment, facilities and operations.
- Contract and coordinate all outside vendors
- Ensure facilities are open to membership and guests during appropriate hours and provide an appropriate schedule for employee working hours
- Coordinate the ordering of all supplies and materials
- Perform other related duties and responsibilities as assigned or required by the NOLSC Vice Commodore (Operations).

Qualifications:

- The table below details the minimum and preferred levels of education, experience, qualifications, certifications, and designations required to complete the job.

	Minimum Required	Preferred
Education	Secondary School Diploma	College diploma in marine management/facilities management
Experience	2 years’ experience in marina facilities and staff management Proficiency with Microsoft suite	5 years’ experience with facilities management, preferably marina facilities, and staff management.

Certifications or Designations	Valid Driver's License	Canadian Power and Sale Squadron Mobile Equipment License (lift truck and hoist operator) Pleasure Craft Operators Card Registered Operator's (VHF) Certificate – ROC-M
Preferred Additional Qualifications	<ul style="list-style-type: none"> • Excellent customer service skills • Human resource management skills and proven ability to manage staff in a highly dynamic environment • Excellent verbal and written communication skills reporting to a VC Operations and Board of Directors • Excellent organizational and time management skills, with the ability to prioritize workloads • Conflict resolution skills • Ability to work independently with minimal Board supervision • Mechanical aptitude that enables the ability to develop additional skills • Marine/recreational vessel knowledge, experience and applications. 	

Supervision

The table below details the number of individuals that report directly to the General Manager as well as the supervision of General Manager position.

Supervisor To:	<p><u>Full time Staff (3)</u></p> <ul style="list-style-type: none"> • Office Administrator • Yard Contractor – South Shore Yachts (2) <p><u>Part time Seasonal Staff (4)</u></p> <ul style="list-style-type: none"> • Junior Sailing (1) • Gas Dock Employees (3) 	Indirect
Supervised by:	Vice Commodore, Operations	Board of Directors via VC Operations

Hours of Work and Location:

Full time- during the Boating Season the General Manager is expected to work weekends

Work located at the Niagara-on the-Lake Sailing Club, 10 Melville Street, NOTL, ON

Travel within 30 minutes of the NOLSC an asset

Attendance at afterhours meetings, if required.

Salary and Benefits

- Permanent fulltime position
- Salary commensurate with qualifications – salary under review
- Benefits after successful six-month probation, as outlined in the NOLSC Canada Life Group Benefits Insurance Plan
- Vacation –Vacation to be taken outside the boating season at the approval of the VC Operations per the approved vacation schedule.
- Vacation commensurate with experience

Niagara-on the-Lake Sailing Club is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or testing, please advise Human Resources if you require accommodation.

Please submit resume and cover letter to christinep@theburkegroup.com .