

OTTAWA NEW EDINBURGH CLUB  
501 Sir George-Etienne Cartier Parkway  
Ottawa, Ontario K1M 2H9  
613 746 8540  
www.onec.ca

The Ottawa New Edinburgh Club (ONEC) is looking to hire a **Head Instructor** for its 2022 Youth Sailing Day Camp. ONEC is one of the oldest boating clubs in Canada with over a hundred years of history. Our vision is to be the best and friendliest non-profit, volunteer, and community-based recreation and training summer sports club in Ottawa. ONEC encourages fun, fitness, and skills-acquisition for sports participants of all ages. Instructors receive a full ONEC 2022 membership, which includes access to ONEC's sailing, tennis and rowing facilities.

**Duties of the Head Instructor:** The main duty is to supervise the Instructors, Counselors in Training (C.I.T.s) and students even when no instruction is taking place. The Head Instructor will be responsible for coordinating private lessons with the instructors. There may be other duties related to maintenance and the summer camp as required.  
Number of position available: 1

**Employment period:** June 20 to August 27, 2022. If the Head Instructor is available between May 16 and June 17, full-time or part-time work may be offered to help with administration and membership training.

**Work hours:** Monday to Friday, 40 hours a week. There may also be opportunities to teach private lessons in the evening or on weekends.

**Required qualifications. These must be valid until August 27, 2021**

- Sail Canada CANSail 1 / 2 or 3 / 4 Instructor (Trained or Certified)
- Pleasure Craft Operators Card (PCOC)
- Coach Boat Safety Course
- Current First Aid
- Current CPR Certification

**Additional requirement**

- Police Check and Vulnerable Sector Screening

**Required skills and personal traits**

- Excellent communication skills
- Team player
- Enjoy working with children and youth
- Excellent customer relations skills
- Friendly, trustworthy and honest personality
- Excellent leadership skills.

**Assets**

- Experience working with children and youth
- Experience working in a camp or recreation program
- Bilingual (English/French)
- Availability from May 16 to June 17.

***Any offer of employment will be conditional upon the successful candidate providing proof of full vaccination.***

*ONEC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in the selection process.*

Please send your resume, cover letter and references by January 28th 2022 to;  
Henri Dreessen  
2022 Sailing Director  
Director@sailonec.com