



Are you looking for a job that will combine your passion for sailing with your interpersonal and strategic skills? Would you like to contribute to the excitement of an organization located in a dream location where the atmosphere is relaxed and fun?

Yacht Club Pointe-Claire is looking for its next **general manager!**

### **Your mandate**

Under the authority of the Board of Directors, the General Manager ensures the respect of the mission and the smooth running of all operations of the Yacht Club Pointe-Claire, including the nautical activities, the bar and the restaurant. The General Manager will also ensure the quality of support offered to the members, the sustainability of the partnerships as well as the administrative management of the organization.

### **Your main responsibilities**

- Maintain good relations between the Board of Directors, the Club's members, suppliers and staff;
- Participate in meetings with the Board of Directors, the Finance Committee and ad hoc committees;
- Ensure the sustainability of the Club's facilities and equipment;
- Manage the restaurant and bar, ensuring that the highest standards of quality are met;
- Maintain all accurate and up-to-date Club licences and insurance;
- Ensure implementation of all applicable local, state and federal regulations;
- Supervise a permanent and seasonal Club staff, including bar, restaurant, grounds and sailing school personnel (5 to 15 employees);
- Oversee the recruitment, hiring, scheduling and training of employees;
- Manage the annual operating budget, record and analyze financial statements;
- Manage cash flow and establish controls to safeguard funds;
- Ensure visibility and availability to the Club's members and high standards of quality in the services offered;
- Actively contribute to the outreach of the organization and the promotion of the Club's services in order to grow the membership;
- Manage the Club events, initiating a variety of activities and opportunities to foster and consolidate member engagement.

### **Your experience, skills and abilities**

- Three (3) years' experience in a yacht club management role or equivalent membership organization;
- Three (3) years' experience in human and financial management;
- Experience in the execution of high-quality events, including food and beverage service for seasonal or exceptionally high-volume events (including regattas);
- Bachelor's degree in an appropriate discipline or equivalent education;
- Be competent in the application of boating and sailing techniques, practical boat and dock maintenance;
- Be a holder of a boating safety licence or equivalent;
- Knowledge of basic software and general comfort with the technology required for yacht club operations will be considered an asset;
- Recognized for collaborative leadership, strong interpersonal and communication skills;
- Excellent communication skills in both French and English.

### **Conditions of employment**

- A full-time position;
- The possibility of a salary bonus based on performance;
- Availability on weekends during summer;
- A pleasant and enjoyable work environment;
- The possibility of flexible working hours;
- And much more...

### **Who are we?**

Founded in 1879, the Yacht Club Pointe-Claire (YCPC) is the place "where friends set sail". With an active racing and cruising community, the Club has a proud history of promoting sailing and boating. Since its launch, the Club has benefited from the spirit of community among the membership who readily volunteer. The Yacht Club Pointe-Claire is somewhat unique in that all members are boaters.

**To apply, please send your resume to the following email address:  
viaconseil-vcns0543@applications.hire.trakstar.com**