



Port Credit Yacht Club – Job Posting
Learn to Sail Program Manager
Permanent Year-Round Full-Time Position

Club Information

Established in 1936, the Port Credit Yacht Club (PCYC) is the club of choice on Lake Ontario. It is a year-round, private club dedicated to member enjoyment through excellence in yachting, facilities, services, and social activities. Port Credit Yacht Club prides itself on providing exceptional customer service to our members and visitors. Our location on Mississauga's waterfront is secluded and peaceful yet conveniently close to the Greater Toronto Area, acres of parkland with walking and biking trails, 386 docks, storage of 400+ vessels, full haul-out and launch services provided, and active racing/cruising programs that host many large events.

Learn to Sail Manager Overview

PCYC is seeking an exceptionally gifted, collaborative leader and innovator who will be highly visible with the program participants, membership, staff, and guests. The successful candidate will possess superior communication skills, demonstrate a management style that promotes a culture of excellence in sailing and a focus on individual and team growth. The compensation for this position will be commensurate with the background and skills you bring. Permanent and Full Time

Program Overview

Our Learn to Sail (LTS) program consists of youth training, youth racing and adult instruction. The LTS program is one of the largest and most successful on the lake and in Canada.

LTS Program Manager Responsibilities Include:

1. Promotion of Youth and Adult Learn to Sail Programs at PCYC:
 - a. Prepare and keep current promotional materials as required for distribution to members and the local community.
 - b. Participate in various local community events to promote the Learn to Sail Program to the community.
 - c. Ensure the facilities for collection and registration tracking are accurate and correct.
 - d. Explore ways to increase usage of the LTS facilities in the spring and fall seasons.
 - e. Work with the LTS Committee to set and achieve the goals and objectives as approved by the General Manager.

2. Staffing of the Youth and Adult Learn to Sail Programs at PCYC:
 - a. Annually determine the appropriate structure and number of instructors required, based on Instructor student ratios and enrollment in each program.
 - b. Interview, select and execute hiring of suitable candidates for instructor positions in accordance with budgets for the year.
 - c. Maintain instructor/coaching records, ensuring adherence to qualifications and certifications.
 - d. Supervise and mentor all instructors and coaches as required to assist them in the maintenance and advancement of instruction and coaching skills.

3. Preparation of Budgets for Youth and Adult Sailing Programs:
 - a. In conjunction with the Learn to Sail Committee, prepare budget estimates and program pricing for the coming year.
 - b. Monitor, adhere to and report on variances to the budget.
 - c. Make recommendations for the development and maintenance of a long-range plan for Fleet replacement and program development.
 - d. Prepare annual grant applications
 - e. Support the Learn to Sail Committee with fundraising initiatives, including the Learn to Sail auction

4. Maintenance of the Learn to Sail facilities, including:
 - a. Ensure the safety and organization of the physical facilities, immediately reporting deficiencies to the General Manager.
 - b. Prepare the facilities and/or equipment for preseason clinics, as required.

5. Maintaining Learn to Sail Equipment including:
 - a. Ensure that all equipment is safe, in good working order and ready for use in programs.
 - b. Enforcement of safety regulations of instructors, coaches, and participants at all times, including the use and wearing of PFDs at all times on the water. Ensure equipment is used appropriately and safely.
 - c. Ensure that instructors and coaches teach students care and correct maintenance procedures and that said procedures are always followed.
 - d. Ensure that equipment is repaired in a timely fashion, appropriately maintained, and stored at the end of the season.

6. Maintaining Instructional Standards including:
 - a. Ensure that instructors and coaches maintain a safe, fun learning environment.
 - b. Ensure lesson planning and direction are according to SAIL CANADA standards, providing an optimum amount of 'on the water' time for every student.
 - c. Ensure all students receive an interim and final evaluation report, including certificates and seals from SAIL CANADA as required.
 - d. Ensure that student and/or parent concerns are addressed and resolved promptly and thoroughly, reporting such incidents to the General Manager.

7. Oversee the Adult Boat Courses, including:
 - a. Staff, oversee and promote the adult programs at PCYC, including Adult Keel Boat, Adult Dinghy and Adult SUP program.

8. Develop and coordinate the running of on and off-season programs for members, including:
 - a. Appropriate programs for members and the public, including Crew Overboard, VHF Radio course, etc.
 - b. Relevant seminars or guest speakers on topics of interest.
 - c. Programming that enhances Adult Learn to Race programs.

9. Planning for current and future needs of the LTS program including:

- a. Attend monthly meetings of the Learn to Sail Committee.
- b. Work closely with the Director of Learn to Sail to identify program needs and opportunities.
- c. Recommend to the Learn to Sail Committee ideas for maintaining and improving LTS programs at PCYC
- d. Prepare annual LTS report, regular financials, and create business cases as required for approval of needed capital expenses or new initiatives.

10. Maintain and improve the PCYC presence in the sailing community:

- a. Maintain membership in SAIL CANADA
- b. Work closely with ONTARIO SAILING in the delivery of the CanSail model at PCYC.
- c. Maintain a membership in Canadian Power & Sail Squadron as appropriate.
- d. Maintain strong ties to the sailing community.

Requirements

- Min. 2 years working at a sailing school.
- CANSail 5 & 6 Instructor – Certified considered an asset.
- University/College degree preferred.
- Able to interact with people sensitively, tactfully, diplomatically, and professionally always.
- Ability to workdays, nights, and weekends.
- An acceptable Vulnerable Sector Screening check is a condition of employment.
- Computer skills an asset.

Equal Employment Opportunity

Port Credit Yacht Club is an equal opportunity workplace. All candidates will be afforded equal opportunity through the recruiting process. We do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, disability, gender identity and/or expression. We are dedicated to growing a diverse team of highly talented individuals and creating an inclusive environment where everyone feels empowered to bring their authentic selves to work.

If you are contacted for an interview and require accommodation during the interviewing process, please let us know.

Apply Today

If you want to join a company that prides itself on providing exceptional customer service to their members and visitors, we encourage you to apply today! Applications will be accepted until noon on December 31, 2021.

Email a cover letter and resume to: gwilliams@pcyc.net. Thank you for your interest, only those candidates selected for an interview will be contacted.