



Kingston Yacht Club

1 Maitland Street • Kingston Ontario • K7L 2V3

Race Management Assistant Position Summary

KYC is looking for applicants to join our Race Management team on a part time basis. This position involves on-water work during races as well as in-office work after racing. Shifts are available Tuesday and/or Thursday nights from 5:00pm - 8:00pm from May to September. Shifts are also available on select weekends for weekend racing from May through September.

Job Duties and Responsibilities:

- Operate the KYC race committee boat, including docking and anchoring (training will be provided)
- Report any boat or equipment issues requiring attention
- Provide input and assistance to KYC members for course selection and race signals
- Enter race results into Sailwave and post results to the Official Notice Board (training will be provided)
- Assist in reading results to the fleet post-racing

Experience and Requirements:

- Pleasure Craft Operator's Certificate (PCOC)
- Restricted Operators Certificate - Maritime (ROC-M)
- Police Background Check - Vulnerable Sector Screening
- Knowledge of the Racing Rules of Sailing and racing is an asset

Accessibility:

Kingston Yacht Club is an equal opportunity employer, and we welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact Kingston Yacht Club directly at (613) 548-3052 or programs@kingstonyachtclub.com.

Please submit a cover letter and resume to:

Rachel Harris

Program Manager

programs@kingstonyachtclub.com