

	Prince Edward Yacht Club Learn to Sail Program
	Head Instructor Job Posting
	Position Dates: June 6 – August 26, 2022

Prince Edward Yacht Club is hiring a Head Instructor to get engaged, be creative, and play a key role in the relaunch of our LTS program.

PEYC is relaunching our LTS program starting in July 2022. The relaunch will position the program for the next 10 years significantly enhancing the professional image and perception of the school, enabling the addition of a race training component and increasing the level of skills training and personal development we are able to offer participants.

Prince Edward Yacht Club is in Picton, the Learn to Sail (LTS) program takes place at Waupoos Marina.

The successful candidate will supervise other instructors, interface with parents, work with volunteers and promote the expanded Learn to Sail program while providing a higher (CanSail5/6) level of instruction for participants.

The LTS program runs for six weeks (starting July 4) with instructors, participants and parents participating in a social event at the end of each week to celebrate the week's achievements. The Head Instructor position is for 12 weeks allowing time for advance program planning, marketing, set up and end of season reporting, evaluation and clean up.

Position Details:

Start date: June 6, 2022

End Date: August 26, 2022

Hours: 40 hours per week, Monday to Friday; some additional hours may be required to cover off-site, evening or weekend activity

Salary: \$22.00 per hour

Experience and references required

Responsibilities:

- Lead a team of three (2 CANSail level 1/2, 1 level 3/4) instructors and volunteers
- Teach and evaluate CANSail 5/6 level sailors (this is a new program for our school which the new instructor will help to set up)
- Work closely with the club director responsible for sail training and the club manager
- Establish good relationships with participants, parents, and coworkers
- Ensure that equipment is well maintained and available for lessons as required (a team of volunteers will undertake any major repair work)
- Take the initiative to improve all aspects of the program and operation so as to ensure that participants and parents regard it as excellent value for the fees they pay
- Provide a safe and fun environment to participants in programs
- Communicate effectively with a wide range of people including but not limited to participants, parents, volunteers and other staff
- Maintain all relevant and required records
- Attend all scheduled staff training events and meetings

Required Qualifications:

- CANSail 5&6 Instructor preferred
- Sail Canada Instructor Registration for 2022
- Pleasure Craft Operators Card

- Racing experience
- VHF Radio Operators Certificate
- Previous experience as a sailing instructor
- Current standard First Aid and CPR
- Vulnerable Sector Screening Report will be required at time of hire

Competencies

- Teamwork – Actively builds teams and encourages open relationships for maximum organizational effectiveness.
- Initiative – Does the right thing at the right time without being asked.
- Commitment to Service Excellence – Deliberately identifies and creates opportunities to enhance every individual's experience.
- Commitment to Child and Youth - Commits to assisting growth and development for children/youth
- Concern for Health and Safety - Acknowledges and understands how to manage and educate others of risk and harm reduction.

Other:

- Costs related to CANSail certification will be reimbursed up to \$500.00
- PEYC membership included
- Help provided finding provision of accommodation for out of the area applicants

Accessibility

We are an equal opportunity employer. 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 the Club directly at 613-476-5585 or email sailprogram@peyc.ca

How to apply or seek further information

If you are interested in consideration for this position, please submit a letter of interest, your resume outlining your qualifications and relevant experience, and providing at least two references, as follows:

- By email to Beth Graham, Director of Sail Training at sailprogram@peyc.ca
- Deadline Monday May 09,2022

If you would like additional information then please contact the Director of Sail Training, Beth Graham, by email at sailprogram@peyc.ca or phone 613-476-5585.

We thank all applicants, however only those considered for an interview will be contacted.