



Kingston Yacht Club

1 Maitland Street • Kingston Ontario • K7L 2V3

Learn to Sail Admin Position Summary

KYC is looking for someone to join the Learn to Sail team in an office admin role. This role will assist in office work related to Learn to Sail programs through the busy season in the summer. Employment dates are from mid-June to the end of August.

Job Duties and Responsibilities:

- Monitor the camp email and phone line, and relaying messages where necessary
- Maintain camp registration list and waitlists to keep programs filled throughout the summer
- Manage on-site registration and payment
- Prepare program correspondences for session information, special events, and feedback

Experience and Requirements:

- Clear Police Background Check (Vulnerable Sector Screening required)
- Sail Canada coaching certifications and sailing experience are an asset

What We Offer:

- Competitive pay commensurate with position, experience and qualifications

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