



## Port Credit Yacht Club

115 Lakefront Promenade

Mississauga Ontario, L5E 3G6

The Port Credit Yacht Club, a premier club and “Development Training Centre” on Lake Ontario has a long history of excellence both in racing and sailing instruction. PCYC offers a mentorship environment focused on helping our instructors to achieve their highest potential. PCYC is seeking applications from experienced, qualified individuals for the following position:

- ***Head Instructor***

The Head Instructor is a fulltime summer position that will manage day to day operations of the program. The Head Instructor is someone with strong leadership and communication skills with previous coaching experience. Working in conjunction with the Program Manager, the head instructor responsibilities include, but are not limited to, managing registrations & class organization, training and supervising staff, entering payroll and other reporting, organize and supervise annual auction and year end banquet and mentor staff as needed.

### **Minimum Required Qualifications**

- Previous Head Instructor role or completed Program Manager Module preferred
- 5+ years of experience coaching sailing
- Strong organizational and planning skills
- Strong leadership qualities
- Strong communication skills with staff and parents
- Working knowledge of Checklick, in administration role
- Ability to train and lead staff
- Knowledge of computer office skills – Word, Excel, Outlook...
- Knowledge of office admin roles – reporting, scheduling, training...

### **Required qualifications:**

- Completed current CANSail Instructor Course (Certified preferred)
- Instructor dues paid and registered with Sail Canada
- VHF Radio Operators Certificate
- Current First Aid & CPR certification
- Pleasure Craft Operators Card and Boat Safety course

**We Offer:**

- Competitive salary commensurate with experience and qualifications
- Fun, friendly work environment
- Lunch program

Port Credit Yacht Club is an equal opportunity employer. We will work to accommodate any 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 Port Credit Yacht Club directly at 905-278 5578 or email [learntosail@pcyc.net](mailto:learntosail@pcyc.net)

We thank all applicants for their time; however, only those selected for an interview will be contacted. All offers will be contingent upon a successful Police Background Check (Vulnerable Sector Screening).

**Resume and cover letters are now being accepted.**

**Please submit to:** Tristan Bouelle, Program Manager [learntosail@pcyc.net](mailto:learntosail@pcyc.net)

**Application Deadline: December 1, 2023**