



THE ROYAL CANADIAN YACHT CLUB

Sailing Program Manager Job Posting

THE ROYAL CANADIAN YACHT CLUB:

The Royal Canadian Yacht Club is a world class yacht club located in a unique atmosphere on the Toronto Islands; the Club consists of an active, welcoming community of sailors, like-minded individuals and staff who share an interest in sport and tradition. RCYC is currently ranked as one of the top 50 Yacht Clubs in the world and we firmly believe that much of our continued success is determined by our staff. The RCYC operates year-round from two facilities: our summer home at the Island Clubhouse and our City Clubhouse in downtown Toronto at St George and Bloor.

WHAT WE OFFER:

- Competitive compensation package
- Daily staff meals
- Benefits: H&W Benefits, matching RRSP after 1 year, Employee events

RESPONSIBILITIES:

This is a highly detailed-oriented full-time position working year-round, with peak workload in the spring, summer and fall months. The Sailing Program Manager will report to the Director of Sailing and assist in developing, managing and coaching various sailing programs. The position will also require coordinating office activities, communications, administrative functions, and program coaching. The incumbent will have an excellent work ethic, organizational skills, possess strong communication skills, and will be responsible for handling sensitive information and situations.

DUTIES:

- Assist in developing and administering various sailing programs.
- Assist in developing sailing pathways such as Sailing for Life and Hi Performance.
- Oversight of RCYC Junior Club staff, the JC Race team admin, and communications with Head Race Coach.
- Assist in creating winter race team training program.
- Assist in developing winter seminar and training series.
- Organize & Coach adult summer sailing programs.
- Serve as a first point of contact for sailing department activities.
- Assist with general sailing program administration and communications.
- Assist with Departmental budget planning and forecasting.
- Manage staff payroll and scheduling.
- Other tasks as needed.

REQUIREMENTS:

- Bachelor's degree in business administration is preferred.
- Experience with Sailing Program Development is an asset.
- Strong sailing experience and background is a must.
- Strong understanding of current Sail Canada CANSail & Keelboat programs.
- Sail Canada instructor certification is required- Comp Dev level is preferred.
- Experience coaching CANSail, Race Team and adults.
- Proficient in MS Office programs.
- Excellent writing, interpersonal, and communication skills.
- Demonstrate strong organizational skills and attention to detail.
- Must be able to work weekdays, weekends, and public holidays as well as various shifts (days & evenings).

To apply, please submit a copy of your resume along with a cover letter to RCYC Sailing Director at thomas.fogh@rcyc.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The RCYC is committed to fair and equitable recruiting practices in accordance with the Accessibility for Ontarians with Disability Act (AODA). Persons with disabilities are encouraged to come forward at any stage of the recruitment process to request accommodation, if needed. Members of our team will consult and create processes that provide individuals with disabilities with the best possible recruitment experience.