



## **Program Coordinator - Seasonal**

Humber Bay Sailing Centre is one of Canada's leading Keelboat Sailing Schools and Boat-Share Clubs. Located in Etobicoke on the water in Humber Bay, HBSC is a not-for-profit organization providing Sail Canada and International Yacht Training certification for all levels of Keelboat Sailing. HBSC provides training for over 250 students a year and operates a Sailing Club for over 70 annual members.

We are seeking an enthusiastic, energetic, outdoor loving person to fill the role of Seasonal Program Coordinator. This position is full-time seasonal, 36 – 40 hours / week starting on or around May 1<sup>st</sup>, 2023 and concluding on August 31<sup>st</sup>, 2023

### **General Duties**

- Assist the General Manager with the day-to-day coordination and administration of HBSC sailing school and club programs.
- Provide ongoing support for sailing school instructors to help ensure successful outcomes for sailing school students.
- Provide sales support for sailing school and sailing club with phone, email and in-person communication.
- Provide prospective students and club members with detailed information about HBSC programs and next steps for sailing student education.
- Provide organizational support for club sailing events including mentoring nights.
- Assist with Sailing Club communication in the form of email and website updates.
- Assisting with ensuring member and student compliance with HBSC policies and codes of conduct.
- Be responsible for general facility upkeep including periodic cleaning duties as needed.

### **Relevant Skills and Knowledge**

- Strong interpersonal skills and an ability to interact with the public and represent HBSC daily.
- Ability to work in a fast-paced environment with multiple priorities.
- Enthusiastic team player with the ability to work independently.
- Strong computer skills including Microsoft Office and Excel. Experience with Customer Relationship Management software an asset.
- Understanding of social media platforms and experience with graphic work for posts.



- Sales and customer service knowledge and experience.
- Sailing or Boating experience is an asset. Sailing instructor certification is also an asset.
- Candidates who also possess Sail Canada or other Sailing affiliate organization instructor certification will be assisted and encouraged to make the transition to Keelboat Instructor if desired.
- This position can be combined with a keelboat instructor role for qualified, certified Sail Canada Cruising Instructors.

This position will be in-person at our location in Etobicoke for 36 - 40 hours a week. Schedule will be 5 days a week and will include evenings and weekends.

Successful candidate will be required to take a VHF(M) Radio Operators Course if they do not currently possess a license. Cost for course is covered by HBSC.

Successful candidate will be required to complete Sail Canada's mandatory Safe Sport training (Free – 3 hours) before position commences.

A satisfactory police record check will be required before position commences.

**Rate of Pay:** 21.00/hour

**Application deadline:**

**Expected Start Date:** May 1<sup>st</sup>, 2023 (Mid-April start is also an option)

**Expected End Date:** August 31<sup>st</sup>, 2023

**Application Process:** Please forward your cover letter and resume by email to Humber Bay Sailing Centre  
Attn: Erin Jarvis | General Manager  
[gm@hbsailing.com](mailto:gm@hbsailing.com)

*Humber Bay Sailing Centre is 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 Erin Jarvis directly at [gm@hbsailing.com](mailto:gm@hbsailing.com).*

*We thank all applicants for their interest in this position, but only short-listed candidates will be interviewed.*