



THE  
ROYAL CANADIAN YACHT CLUB

**POSITION:** Head Dockmaster  
**REPORTS TO:** Director of Fleet

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#### **SUMMARY:**

The Royal Canadian Yacht Club is a world class yacht club with a mandate to promote excellence in competitive sailing and sports. 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. With over 4700 Members we have extensive services in Food and Beverage along with Fitness, Sports and Sailing facilities.

#### **WHAT WE OFFER:**

- Hourly wage \$20.00
- Daily staff meals

#### **RESPONSIBILITIES:**

The Head Dockmaster is responsible for managing relationships with Members, their guests, and visiting sailors. A key role of this position is maintaining the club Fleet Registry. They will also work closely with the Cruising Sailors Squadron in coordinating reciprocal cruises in partnership with the Fleet Operations Manager. The incumbent must demonstrate a positive attitude and the willingness to assist club staff in a variety of supporting tasks.

#### **SKILLS / JOB KNOWLEDGE:**

- Lead and supervise reception desk for general inquiries over email, telephone, and VHF radio
- Serve as primary contact for Members requiring service and assistance
- Maintain club Fleet Registry
- Coordinate CSS reciprocal cruise implementation, and reciprocal dock allocation
- Greet, direct, and process payment of visiting yachts
- Other duties as specified by the Director of Fleet and Fleet Operations Manager

#### **QUALIFICATIONS:**

- 1-2 years of boating experience preferred
- Superior communication and customer service skills
- Ability to multi-task
- Excellent organizational skills
- Highly motivated and works well with little supervision
- Ability to work well in team environment

#### **HOURS OF WORK:**

- This is a seasonal position
- Must be able to work weekdays, weekends, and public holidays as well as various shifts (days & evenings)
- Able to work at the Island facility - launch at 150 Cherry St

Please apply to [colin.clark@rcyc.ca](mailto:colin.clark@rcyc.ca) by Friday, March 17<sup>th</sup>, 2023.

Qualified candidates will be contacted to confirm interviews commencing Wednesday, March 22<sup>nd</sup>.

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 accommodations, if needed. Members of our team will consult and create processes that provide individuals with disabilities the best possible recruitment experience.