



THE  
ROYAL CANADIAN YACHT CLUB

**POSITION:** Race Management Coordinator

**REPORTS TO:** Director of Fleet

---

**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.

**RESPONSIBILITIES:**

The Race Management Coordinator is responsible for assisting in the management and operation of regattas and mid-week racing. This outdoor position requires a high level of knowledge and skill in sailing. A key role is to support a dynamic team of Race Management volunteers. The incumbent must demonstrate a positive attitude and willingness to assist club staff and volunteers in a variety of supporting tasks.

**SKILLS / JOB KNOWLEDGE:**

- Maintain cleanliness and condition of Race Management assets
- Assist the Race Officer in the operation of regattas and mid-week racing
- Ensure race results and notice boards are kept up to date and accurate
- Ensure health and safety policies are followed for all on-water and off-water activities

**QUALIFICATIONS:**

- Candidates must hold PCOC and ROC-M licenses
- Willing to obtain ROC-M, Toronto Harbour License and First Aid certifications
- Ability to multi-task in a fast-paced environment
- Excellent communication skills and a high degree of attention to detail
- Highly motivated and works well with little supervision
- Ability to work in a team a dynamic team environment

**HOURS OF WORK:**

- This is a seasonal position
- Specifically requires evening and weekend shifts (days & evenings)
- Able to work at 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>.

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.