



**Position:** Assistant Head of Sailing

**Job Type:** Full Time (Seasonal)

**Posting Date:** January 1, 2024

**Closing Date:** January 30, 2024

### **Job Description**

The Assistant Head of Sailing will work with the Head of Sailing to deliver Sailing Lessons and Weekend Races at the RLWYC. This is a full-time position intended for 8 weeks of lessons, however the number of hours worked each week will vary depending on the schedule.

#### **Reporting to the Head of Sailing, the Assistant Head of Sailing:**

- Works closely with the Head of Sailing
- Oversees all equipment for the removal from storage in spring and into storage in autumn.
- Oversees instructors and Race Team coaches on a daily basis, including lesson plans.
- Oversees lesson enrollment, including assisting members as required.
- Ensures a safe learning environment for students and instructors.
- Sets up and communicates weekly instructor schedule.
- Deals with member queries and complaints.
- Must be on the water teaching during busy periods; communicates the weekend race schedule.
- Runs the weekend races, including Race Committee and race results.
- Assists with the organization of the Richardson Regatta.
- Supervises and assists Race Team coaches with away regattas.
- Oversees the sailing facilities, including maintenance to sailboats, coach boats, sailing shed and all equipment.
- Prepares weekly enrollment and payroll report for the Executive Director.
- Communicates with Sail Manitoba.
- Assists the RC Sailing with weekly Newsletter submission.
- Promotes the RLWYC sailing and race programs.

In the pre-season, assists the RC Sailing with setting up lesson schedule, race schedule, lesson pricing; and verifies instructor qualifications.

Works closely with the Club management and staff to provide excellent membership experiences.

**Target start:** Thursday June 20<sup>th</sup> 2024

**Target end:** Aug 26<sup>th</sup> 2024

**Salary range:** \$18-20/hour (depending on experience and qualifications)

**Benefits:**

- Great personal development opportunity – through leadership, communication, instructional development, event planning, social media and team building experiences
- Incredible work environment
- Competitive compensation (wages and performance bonus)
- Structured career mentoring
- Valuable resume experience

**Preferred Skills:**

- Minimum age requirement is eighteen.
- The Head of Sailing must have CANSail 3&4, Instructor Certification, including PCOC, First Aid Certificate and Coach Boat Safety course. The last two must be renewed every three years. International equivalents may be considered.
- The Head of Sailing must provide proof of annual registration with Sail Canada, which will be reimbursed by the Club. Registration is necessary in order that instructors may hand out CANSail levels. This will be covered by Instructor personal liability and accident insurance.
- Knowledge of Sailwave software for calculating race results, as well as Microsoft Word and Excel.
- Experience working with, managing, and mentoring other instructors.
- High level people skills and a demonstrated capacity to work in a team environment are essential
- Staff is responsible for own transportation to and from the club
- Must have a Social Insurance Number

**About the RLWYC**

The Royal Lake of the Woods Yacht Club (RLWYC), established in 1903, is a historic yacht club located on Yacht Club Island, Ontario, near Kenora on Lake of the Woods. As a part of the RLWYC team, you'll be contributing to a rich legacy of nautical excellence and community involvement in one of Canada's most scenic locations. The club is very active for the months of June, July and August, with various programs, activities and fundraisers, including sailing, tennis, swimming and kids programs.

Applications, along with cover letter, should be sent to [jobsapply@rlwyc.ca](mailto:jobsapply@rlwyc.ca).

We thank all applicants for their interest in this position.