



The Royal Canadian Yacht Club
141 St. George Street, Toronto, Ontario M5R 2L8

SAILING COORDINATOR

SUMMARY:

Join the prestigious Royal Canadian Yacht Club (RCYC), a year-round establishment operating from both our Island and City Clubhouses in Toronto. We take pride in delivering exceptional service across all aspects of our operations, including Sailing, Food and Beverage, Fitness, and Sports facilities. As the Sailing Coordinator, you will play a key role in supporting our Sailing Department, coordinating communications, overseeing event logistics, and ensuring the success of various programs and services for our Members and Guests.

WHAT WE OFFER:

- Competitive Compensation: pay range is \$50,000 to \$55,000 based on skills and experience.
- Health and Wellness Benefits: Comprehensive health insurance coverage.
- Retirement Savings Plan: Generous RRSP (Registered Retirement Savings Plan) matching program.
- Employee Events: Regular team-building events, social gatherings, and appreciation activities to foster camaraderie and a positive work culture.
- Tuition Reimbursement and Training Programs: Support for continuing education and professional development, empowering you to expand your skills and advance your career.

RESPONSIBILITIES:

- **Coordination and Communication**: Serve as the primary point of contact for the Sailing Office, ensuring effective communication and promotion of sailing events and programs.
- **Event Management**: Oversee the day-of execution of sailing events, ensuring smooth operations.
- **Team Support**: Assist in training and managing the Dockmaster team, assigning daily tasks as required.
- **Promotions and Materials**: Develop and distribute communications, promotional materials, and announcements for the Sailing Office.
- **Administrative Support**: Provide support for the Race Official Program and manage logistics for visiting yachts.
- **Merchandising**: Source, purchase, and oversee awards and branded merchandise for events.
- **Club Support**: Collaborate with Club Fleets and support other club responsibilities as needed.

REQUIREMENTS:

- Knowledge of sailing and boating is an asset.
- 2-3 years of experience in customer service.
- Exceptional communication and interpersonal skills.
- Strong organizational skills with attention to detail.
- Experience with graphic design or creative skills is an asset.
- Post-secondary education in a related field; Bachelor's degree preferred.
- PCOC (Pleasure Craft Operator Card) and First Aid certification, or willingness to obtain.

HOURS OF WORK:

- This is a full-time permanent position commencing February 17, 2025.
- Must be able to work weekdays, weekends and public holidays as well as various shifts (days & evenings)
- Able to work at both RCYC locations (141 St. George & on the Island- launch at 150 Cherry St)

ACCOMODATION:

RCYC is proud to be an equal opportunity employer committed to a diverse and inclusive workplace. We ensure that all individuals are treated equally, respectfully and with integrity. We welcome resume submissions from all qualified applicants and thank you for your interest in the Royal Canadian Yacht Club.

Apply at Careers@rcyc.ca or www.rcyc.ca (careers page)