



Position: Manager

Job Type: Full Time (Season – mid June to first week September)

Posting Date: December, 2019

Closings Date: January 15, 2020

Job Description

Reporting to the Executive Director, The Manager(s) will work together with Event Volunteers, Dinner & Private Function Hosts to plan, co-ordinate and execute RLWYC events as well as regular scheduled weekly Member activities including daily canteen service, Family Night, Thursday Dinner and Royal Hour. In addition, the Manager will supervise and determine staffing needs of the canteen, bar and service personnel to effectively execute each activity or event. The Manager will build relationships with both staff and Members.

This is a full-time position with beginning and end dates TBD when the RLWYC full season Calendar is finalized. The weekly assignment of specific activities or events will be determined by the Executive Director.

Duties & Responsibilities

- Work with Event Volunteers, Dinner & Private Function Hosts to plan, organize and co-ordinate details of RLWYC events
- Work with other RLWYC staff and departments to plan, organize and co-ordinate details of RLWYC weekly member activities.
- Consult with Kitchen regarding deliverables
- Determine ordering requirements for liquor and rentals and communicate to Executive Director
- Determine staffing needs for Servers, Bartenders and Canteen staff and communicate to Executive Director
- Determine event set up needs and communicate to Maintenance
- Function as a leader by training, motivating and supervising the team
- Complete and review the Event Worksheet for each function
- Oversee the event from set up to clean up, check bathrooms and manage as required
- Anticipate event needs and address issues throughout
- Conduct post-event evaluation
- Propose new ideas to improve the event planning and implementation process

Job Specifications/Qualifications Required

- Excellent time management and communication skills
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers



- Excellent interpersonal skills with a high level of professionalism
- The Manager must reside on or near Yacht Club Island during the operating season (approximately June 1 through September 3). Having a residence in the area is considered an asset however accommodation can be provided.
- Boating Experience and pleasure craft operator license is mandatory. The Club is on an island and the Manager is required to have the ability and willingness to operate a boat during all hours of the day and in all weather conditions.
- Strong Customer service outlook with high expectations for quality
- Ability to problem solve
- Demonstrated leadership experience
- Ability to perform in stressful situations with composure
- Must have Social Insurance Number

Applications, along with covering letter, should be sent to JobsApply@rlwyc.ca. We thank all applicants for their interest in this position, however only candidates selected for interviews will be contacted within one week of their application submission.