



Position: Assistant Head of Sailing

Job Type: Full Time (Seasonal)

Posting Date: December 2019

Closing Date: January 15, 2020

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, however the number of hours worked each week will be variable, depending on lesson schedule and racing schedule.

Reporting to the RC Sailing, the Assistant Head of Sailing will:

- Work 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;
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- **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 programmes.

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.

Preferred Skills:

- Minimum age requirement 18.
- 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 and 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 interpersonal 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

Applications, along with cover letter, should be sent to jobsapply@rlwyc.ca. We thank all applicants for their interest in this position.