



**Position:           Manager**

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

**Posting Date:       January 1, 2025**

**Closings Date:     January 30, 2025**

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### **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.

A key new addition to the role of Manager is to manage and curate the social media (Instagram and Facebook) of the RLWYC. Using the strategy as set by the Executive, Managers will need to schedule and post to engage and inform the membership. This portion of the role will have a dotted line reporting to the Vice Commodore and/or the Commodore as representative of the Executive.

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**

#### **General:**

- 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.

**Social Media:**

- Execution of the overall Social Media Strategy as set by the Executive.
- Recommending daily posts and changes as required.
- Seeking approval for posts as required.
- Ensuring that all posts are appropriate and respecting the privacy of the membership (note – all RLWYC accounts are private and member only).
- Video creation and manipulation.
- Capturing of photographs of RLWYC activities.
- Supporting the Newsletter with photos and information as requested.

**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.
- Strong knowledge and experience of Social Media platforms (Instagram & Facebook) and other integrated software (google docs/ forms and others).
- The Manager must reside near the Yacht Club Island during the operating season (approximately June 1 through September 3).
- 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.
- Must have a valid CPR/lifesaving Certificate.

Applications, along with covering letter, should be sent to [JobsApply@rlwyc.ca](mailto: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.