



**Position:** Co Head of Sailing  
**Job Type:** Full-Time (Seasonal)  
**Posting Date:** January 1, 2025  
**Closing Date:** January 30, 2025

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## Job Overview

The Co Heads of Sailing lead the RLWYC Sailing Program, ensuring the successful delivery of sailing lessons and weekend races. This role includes managing instructors, coordinating lesson and race schedules, and overseeing equipment and facilities. The position offers a dynamic mix of hands-on teaching, administrative responsibilities, and team leadership.

This is a full-time seasonal role, with weekly hours varying based on the lesson and race schedule. The Head of Sailing reports directly to the Rear Commodore - Sailing.

### Key Responsibilities:

- Collaborate with the Co Head of Sailing to ensure smooth program delivery.
- Manage equipment, including overseeing seasonal storage and maintenance.
- Supervise and mentor instructors and Race Team coaches, reviewing lesson plans and assisting as needed.
- Oversee lesson enrollment and provide assistance to members with registration.
- Maintain a safe and engaging learning environment for students and instructors.
- Ensuring safety equipment for all coach boats are maintained, all markers and anchors are in working order, the sailing shed is organized, new parts are ordered.
- Coordinate and communicate weekly instructor schedules.
- Address member inquiries and resolve complaints professionally.
- Teach on the water during peak periods and communicate the weekend race schedule.
- Organize and run weekend races, including Race Committee duties and reporting results.
- Assist in planning and executing the Richardson Regatta, the Zig Zag Challenge, and the ILCA No Coast Championships.
- Support Race Team coaches at away regattas.
- Oversee sailing facilities, including the maintenance of sailboats, coach boats, and equipment.
- Prepare weekly enrollment and payroll reports for the Executive Director and the RC Sailing.
- Maintain a list of attendees, and the levels they achieved.
- Update CheckLick for all sailors.
- Liaise with Sail Manitoba and assist with club newsletter submissions.
- Promote the RLWYC Sailing Program and foster high participation rates.



### Pre-Season Responsibilities:

- Assist the Rear Commodore - Sailing in setting up the lesson and race schedules, pricing, and verifying instructor qualifications.
- Coordinate with club management to ensure a positive experience for members.

### Target Dates:

- **Start Date:** June 19, 2025
  - **End Date:** August 25, 2025
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### Preferred Qualifications and Skills

- **Age:** Must be at least 18 years old.
  - **Certifications:**
    - CANSail 3 & 4 Instructor Certification.
    - PCOC, First Aid Certificate, and Coach Boat Safety Course (renewable every three years). International equivalents may be considered.
    - Proof of annual registration with Sail Canada (reimbursed by RLWYC), ensuring the ability to award CANSail levels and liability insurance coverage.
  - **Technical Skills:** Familiarity with Sailwave software for race results and proficiency in Excel, Word, Google Workspace apps (Gmail, Docs, Sheets...).
  - **Experience:** Proven experience managing and mentoring instructors.
  - **Skills:** Strong interpersonal skills and a team-oriented mindset.
  - **Transportation:** Responsible for own travel to and from RLWYC.
  - **Other:** Must hold a valid Social Insurance Number (SIN).
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### About RLWYC

Founded in 1903, the Royal Lake of the Woods Yacht Club (RLWYC) is a prestigious institution situated on Yacht Club Island, Ontario, near Kenora on Lake of the Woods. RLWYC operates a vibrant seasonal program from June to August, offering sailing, tennis, swimming, and children's activities, all within one of Canada's most picturesque settings.

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## **Application Process**

Submit your application, including a cover letter, to [jobsapply@rlwyc.ca](mailto:jobsapply@rlwyc.ca) and CC to [RCSailing@rlwyc.ca](mailto:RCSailing@rlwyc.ca).

We thank all applicants for their interest in this opportunity. Only those selected for an interview will be contacted.