



Position: Head of Sailing
Job Type: Full Time (Seasonal)
Posting date: January 1, 2024
Closing Date: January 30, 2024

Job Description

The Head of Sailing is responsible for the delivery of 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 Head of Sailing will:

- Work closely with the Assistant Head of Sailing
- Oversees all equipment for the removal from storage in spring and into storage in autumn.
- Oversees instructors and Race Team coaches daily, 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.
- Must be on 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 program.

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.

Target start: Thursday June 20th 2024

Target end: Aug 26th 2024

Salary range: \$20+ / hour (depending on experience and qualifications)

Preferred Skills:

- Minimum age requirement eighteen.
- 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.

About the RLWYC

The Royal Lake of the Woods Yacht Club (RLWYC), established in 1903, is a historic yacht club located on Yacht Club Island, Ontario, near Kenora on Lake of the Woods. As a part of the RLWYC team, you'll be contributing to a rich legacy of nautical excellence and community involvement in one of Canada's most scenic locations. The club is very active for the months of June, July and August, with various programs, activities and fundraisers, including sailing, tennis, swimming and kids programs.

Applications, along with cover letter, should be sent to jobsapply@rlwyc.ca.

We thank all applicants for their interest in this position.