



# Ashbridge's Bay Yacht Club

30 Ashbridge's Bay Park Road, Toronto, On., M4L 3W6

Tel: 416-698-4498 Fax: 416-698-5760

## **ABYC Community Programs Administrator. Junior Sailing, Adult Learn to Sail, Co-op Keelboat**

### About Ashbridge's Bay Yacht Club ("ABYC")

ABYC is a community and a facility built, maintained, operated and administered by its members with help from a small professional staff. Members participate in the general maintenance and upkeep, special projects, club administration and the operation of our many programs, both on and off the water. This philosophy engenders a cooperative spirit that has forged many deep and long-standing friendships.

At ABYC we recognize our responsibility to the Toronto Beach community of which our club is a part. We have many programs that help involve the community in our activities. Founded in 1932, ABYC has long held the vision of promoting the principles of good yachtmanship, volunteerism and tradition.

### Job Description

Community programs at ABYC includes a Junior Sailing School (youth ages 7-18) ("JSS"), a Keelboat Adult Learn to Sail, and a Co-op Keelboat programs. This new role will work closely with the Vice Commodore of Community Programs (VCCP) to drive business development and ensure the programs are delivering its goal of providing the highest level of safety in an inclusive community minded environment.

This role will manage day-to-day operations of the sailing school - learn to sail programs both in the Junior Sailing and the Keelboat Adult Learn to sail programs as well as communicating and organizing the Co-op Keelboat membership.

This role is responsible for the effective marketing of the programs, including participation in community events such as trade shows, create and manage a digital and email marketing plan, manage the human resources for all of the Learn to Sail programs, which includes the planning, recruiting, hiring and retaining of instructors where applicable, support coaches and instructors to ensure appropriate delivery of lesson plans in accordance with CAN Sail standards, ensure enrolment and communication with the participants, work with the Fleet Maintenance managers of the JSS and Co-op Keelboat to maintain the equipment, propose and reconcile budgets for each program.

### **Minimum Requirements for Employment**

- 3 years experience in a leadership or managerial role
- Knowledge of sailing and sailing instruction
- Strong interpersonal and organizational skills
- Strong computer skills including Microsoft office, excel, Teams and other MS platforms.
- Familiar with email marketing and digital marketing platforms
- Knowledge of marketing including email marketing platforms.
- Ability to operate Checkclick platform to update and alter as needed
- Knowledge of creating and maintaining a budget.
- Entrepreneurial and self motivated with the goal to improve the business of the Learn to Sail Programming.
- Knowledge of the Recreational Boat Safety Standard Certificate for the Keelboat Adult Learn to Sail Program

Salary- \$60,000 plus benefits

Position; Community Programs Administrator

Position Status: Permanent Full time, Role will be hybrid; remotely and on site.

Hours; 40 hours per week.

Submit cover letter and resume to [Communityprograms@abyc.ca](mailto:Communityprograms@abyc.ca)

Deadline Monday December 2, 2024

Start Date; January 1, 2025