



## THE ROYAL CANADIAN YACHT CLUB

### JUNIOR CLUB SAILING MANAGER

The Royal Canadian Yacht Club has been developing sailors in the sport of sailing for 100 years through our iconic Junior Club. RCYC is currently ranked as one of the Top 50 Yacht Clubs in the World and we firmly believe that much of our continued success is determined by our staff. We are currently looking for a Junior Club Sailing Manager for the 2025 season and are excited to recruit a talented individual that will contribute to our best-in-class Youth Programming.

The Junior Club Manager is responsible for overseeing the daily operations, safety, and overall experience of the Junior Club Sailing Camp. This senior role ensures the delivery of high-quality programming, excellent staff performance, and exceptional experience for campers and their families. The Junior Club Manager will serve as the primary liaison between sailing instructors and leadership to maintain a safe, engaging, and enjoyable environment.

#### **POSITION REQUIREMENTS**

##### **Program Management:**

- Oversee the operation and execution of the Junior Club, ensuring alignment with camp goals and safety standards.
- Monitor the quality of instruction, ensuring consistency and excellence in teaching practices.
- Plan and coordinate camp schedules, activities, and events, adapting to weather and other variables as necessary.
- When necessary, may have to jump in and assist with teaching a Sailing class.

##### **Leadership & Staff Supervision:**

- Manage and mentor camp staff, including senior and junior instructors, to ensure effective performance and a collaborative team environment.
- Conduct regular staff meetings to communicate expectations, provide updates, and address challenges.
- Lead onboarding, and training of all camp staff, ensuring adherence to organizational policies and safety protocols.

##### **Safety & Risk Management:**

- Ensure the implementation and enforcement of all safety protocols related to sailing activities and general camp operations.
- Respond to emergencies and incidents, maintaining a clear plan for safety and escalation procedures.
- Weekly inspections of boats, equipment, and facilities regularly, ensuring maintenance needs are addressed promptly.

##### **Camper & Parent Relations:**

- Handle communications with parents/guardians prior to camps commencing.
- Serve as the primary point of contact for parents and guardians, addressing inquiries, concerns, and feedback professionally and promptly.
- Foster a positive and supportive camp environment where campers feel safe, included, and engaged.
- Address behavioral issues or conflicts with campers or staff, maintaining professionalism and fairness.

##### **Administration & Reporting:**

- Maintain accurate records of attendance, incident reports, and evaluations for campers and staff.
- Provide regular updates to senior leadership regarding program successes, challenges, and improvement opportunities.
- Manage staff payroll, program supplies, and equipment needs.

## **QUALIFICATIONS**

The following criteria will be considered in evaluating candidacy:

### **Experience and Certifications:**

- 1-2 years of experience in a leadership role with direct staff management.
- Minimum 2-3 years of coaching experience as a certified Sail Canada Instructor.
- Current Standard First Aid & CPR certification.
- Pleasure Craft Operator's Card and Toronto Port Authority Operator's Permit.
- VHF license required to communicate with staff on water.

### **Skills and Attributes:**

- Excellent communication and interpersonal skills, especially with children and parents.
- Strong organizational and leadership abilities.
- Energetic, professional, and proactive attitude.

### **Additional Requirements:**

- Police check and Vulnerable Sector Screening (if 18+).
- Physical capability to work outdoors, lift equipment, and maintain a high-energy environment.

### **PHYSICAL DEMANDS:**

- Must be able to work in varying weather conditions, including heat, wind, rain, and humidity.
- Ability to remain active and on feet for extended periods during instruction, coaching, and events.
- Capability to lift, carry, and move sailing equipment (up to 50 lbs).
- Frequent bending, kneeling, crouching, and reaching to handle boats, sails, and other equipment.

### **HOURS OF WORK:**

- Full-time seasonal position: Early May to late August (typically Monday to Friday, 8:00 am - 5:00 pm; days and hours may vary based on program needs).

**Pay Range:** \$25 to \$30. Based on skill and experience.

apply, please submit a copy of your resume along with a cover letter to RCYC Sailing Program Manager at [ariana.corscadden@rcyc.ca](mailto:ariana.corscadden@rcyc.ca). Please indicate **you are interested in the "JC Manager" position** in the subject line of your application.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

*The RCYC is committed to fair and equitable recruiting practices in accordance with the Accessibility for Ontarians with Disability Act (AODA). Persons with disabilities are encouraged to come forward at any stage of the recruitment process to request accommodations, if needed. Members of our team will consult and create processes that provide individuals with disabilities the best possible recruitment experience.*