

North Okanagan Sailing Association (NOSA)
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The **North Okanagan Sailing Association, NOSA** for short, is situated in the Vernon arm of Okanagan Lake in Vernon BC.

We are a sailing club and sailing school, catering to youth and adults alike. NOSA is a not-for-profit association.

NOSA is looking for a person to run the sailing school for us during the 2017 summer. Therefore, we offer the position of:

Sailing School Manager

This position is available, preferably for a student, as summer job from June 19th to September 1st 2017. A slight variation on these dates can be discussed.

This summer job should provide the successful candidate with experience in running a sports facility. You will be supervising 4 or 5 sailing instructors and planning of the classes for them, among other duties. You will enjoy the assistance of NOSA board members and experienced instructors for support, when needed.

The **Sailing School Manager** reports to the Sailing School director, who is member of the board of directors of NOSA.

Job description:

Sailing School Manager, from June 19th to Sept 1st.

Responsibilities are:

- Supervising CANSail instructors. (we teach CANSail 1 to 4)
- Administer the registration for the summer sailing school and club membership with the help of our on-line registration system.
- Respond to enquiries related to sailing classes or NOSA membership from the public by phone, e-mail or in person at the club.
- Be present at the club as adult to supervise youth during times when no adult sailing coach is present (sailing instructors can be as young as 16 years of age).

- Be in possession of a Personal Watercraft Operator Certificate (PCOC), or be prepared to be trained to PCOC level and learn how to safely operate a security boat when starting your employment.
- Following reports of defects to boats and equipment by members or instructors, organize repairs as needed.
- Oversee the summer LTS (Learn-to-Sail) program which runs from July 3rd to September 1st
- Communicate with BC Sailing.
- General administration tasks as required.
- Ensure that the compound and club-house are in presentable shape and clean to receive students and visitors.

What will help greatly:

- Enthusiasm for sailing, or knowing how to sail.
- Easy communicator.
- We don't expect years of experience, but hope you will be happy to learn and show initiative.
- Get along easily with both, adults and youth.

Enthusiasm for sailing, or knowing how to sail will certainly have our attention. We expect an independent, mature person to respond.

Please apply to Marc Reinarz, (NOSA Sailing School Director),
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