



Royal Victoria Yacht Club
3475 Ripon Road, Victoria BC

Boating Manager – Royal Victoria Yacht Club

Founded in 1892, the Royal Victoria Yacht Club is the oldest yacht club on Canada's west coast. Over the past one hundred and thirty-three years RVYC has made significant contributions to the sailing, seafaring, and cruising communities of the Pacific Northwest.

The objectives of RVYC are to encourage yachting, boating, navigation, and seamanship; to promote sportsmanship and excellence in competitive sailing; to provide programs and facilities for the use and benefit of members; to uphold and celebrate the traditions of yachting and to actively steward and advocate for our marine boating environment.

The Royal Victoria Yacht Club is seeking an experienced individual to provide a professional and coordinated approach for all our club's boating programs and events. This position will liaise with all other staff departments to ensure success for all aspects of our boating programs, including our Instructional Sailing Program and Race Team, and will actively encourage and facilitate member participation in both recreational and competitive boating activities.

Responsibilities:

Planning, Oversight and Execution

Develops, oversees and/or executes annual plans for:

- Optimizing safety procedures and plans for sailing program delivery
- Offering Instructional Sailing Program (ISP) including instructor pathway
- Coordinating the Race Team (RT), including coaching schedule and clinics
- Ensuring appropriate and timely Boat maintenance (of all club owned boats, including coach boats)
- Delivering Member-friendly access to club assets (including keel boats, dinghies, kayaks, paddleboards etc.)
- Maximizing Member engagement for racing and other boating activities

Senior Racing Activities

- Assist the Racing Fleet Captain to develop and deliver training of race management and safety procedures to volunteers
- Ensure all race management equipment is maintained and of a standard to deliver the services required
- Maintain ownership repository of club documents such as Notices of Race and Sailing Instructions

Race Team and ISP

- Work with the General Manager to hire Leads for the Race Team and ISP Program
- Maintain relationships with all stakeholders to deliver the ISP to RVYC standards
- Oversee the delivery of the Race Team program
- Work with the ISP and Race Team Leads to ensure successes are communicated to the broader RVYC community

Administration

- Provide daily supervision and administrative oversight (including time and pay) for the department
- Provide written reports to GM on a monthly basis
- Provide written evaluations of all programs delivered twice/year
- Maintains appropriate records and reports metrics for success to GM
- Work with GM and Finance Team to ensure all registration, financials and payroll are managed through Club applications
- Work with Club administrative staff to create communication pieces, marketing and promotional materials
- Promote and assist with transition from Junior to Senior membership

Skill set/ Experience required:

- Solid foundation in all aspects of boating, in particular, sailing and racing activities
- Works well across multiple teams
- Familiarity with Sail Canada Learn to Sail programming and certifications, holds current instructor certification
- Race management skills, experience as Club Race Officer (CRO) as minimum
- Familiar with a volunteer-based environment
- Experienced in program budgeting and managing expenses
- PCOC and VHF certification
- Proficient in Microsoft Suite

Please address all enquiries to the General Manager: manager@rvyc.ca