



## Club Manager

Gimli Yacht Club is a not-for-profit sailing club located in the town of Gimli on the beautiful shores of Lake Winnipeg. The Club promotes sailing as a lifelong sport and is looking to hire a **Club Manager** for the upcoming 2019 sailing season.

The **Club Manager** is responsible for supporting members by providing them with the resources, tools and education to enhance and maximize their enjoyment of the Club. The Manager will report to the Board of Directors. The Manager will focus on the management of the following:

### **Responsibilities:**

- Proactively meet with members to ensure they are enjoying the Club
- Supervise all activities on the Club grounds
- Ensure all supplies are up to date
- Ensure the Janitorial, Lawn Cutting and general tidiness of the club is maintained at a high standard.
- Ensure visiting dinghy sailors are supervised by their coach and are maintaining the Club
- Supervise the Sailing School Instructor
- Ensure all boats are in good repair
- Welcome new members and provide an orientation tour of the Club
- Record and report on any membership issues between members
- Report any problems to your immediate supervisor
- Recommend solutions to any problems that seem to arise in the day to day activities of the Club
- Help as needed with the preparation of Wednesday Night Racing, Pursuit races and Social events
- Keep the Club bulletin boards up to date and recommends material for the Club website and Facebook page (make posts to the Club Facebook Page and Meanwhile in Gimli Facebook Page)
- Undertake any chores assigned by your supervisor in a timely and efficient manner

### **Education, Experience and Skills:**

- Effective problem solver with the initiative to be innovative and creative with developing new ideas and concepts
- Exemplary interpersonal skills with a proven ability to develop and maintain relationships while working within a team environment
- Excellent written and oral communication skills
- Positive attitude with 'service' focus
- Proven ability to handle confidential material with the highest level of discretion
- Enrolled in a University or College Program, or Managerial experience desired.
- Undergraduate degree in a business-related program desired (Not Mandatory)
- Certified Sailing Coach/Instructor or Racing background desired. (Not Mandatory)
- Knowledge of Gimli desired (Not Mandatory)

### **We can offer:**

- A competitive wage commensurate with experience and qualifications.
- A friendly work environment with the beautiful surroundings of Lake Winnipeg and the Gimli Harbour.

To apply to this position, please prepare a resume and cover letter/email and send to [cburns120@outlook.com](mailto:cburns120@outlook.com) by February 22, 2019.