



## RCYC JOB POSTING

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CLASSIFICATION / JOB TITLE / OFFICE LOCATION  
**SAILING EVENTS COORDINATOR**

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EFFECTIVE DATE  
**November 1, 2017**

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REPORTS TO (POSITION)  
**SAILING DIRECTOR**

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SALARY GRADE(S)

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DEPARTMENT / DISCIPLINE  
**SAILING**

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SUBMIT RESUME BY (DATE)  
**November 15, 2016**

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SUBMIT RESUMES AND COVER LETTER TO  
**careers@rcyc.ca**

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INTERNAL AND EXTERNAL CANDIDATES  
**JP 073**

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### SUMMARY:

The Royal Canadian Yacht Club was founded in Toronto in 1852 to serve both as a yachting recreational club and an unofficial auxiliary of the Royal Navy in the defense of the waters of Lake Ontario. We are one of Canada's premier sailing and social clubs, with an emphasis on family participation, the development of our junior sailors, and a Corinthian attitude towards excellence in sailing. The RCYC operates year round from two facilities: our summer home at the Island Clubhouse and our City Clubhouse in downtown Toronto. With over 4700 Members we have extensive services in Food and Beverage along with Fitness, Sports and Sailing facilities.

The Royal Canadian Yacht Club is recruiting for a Sailing Events Coordinator for our Sailing department. The ideal candidate will be responsible for 25-30 RCYC Sailing Events each season. This position includes; coordinating with all departments and working with Member volunteers for all Sailing related events. Our events will include; Sail Past, RCYC Open, RCYC Royals Weekend, and Last Mast Blast and an annual Continental or World Championship event.

### DUTIES:

#### Supervision Received

- Reports to and receives functional direction from Interim Sailing Director.

#### Contacts

- Maintains internal/external contact with all members, clients, vendors, Management and Staff

### SKILLS / JOB KNOWLEDGE / EXPERIENCE:

- Coordinating events by working with various departments, Members and volunteers
- Coordinating with Membership Sales and Marketing department to ensure all Members and Guest are aware of any upcoming events and programs
- Providing assistance with collecting pertinent employee information for bi-weekly ADP payroll
- Managing administrative duties for events and programing which will include event registration and billing software requirements



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- Building and maintaining professional relationships amongst Members, Guests, suppliers and all staff
- Able to assist in the budget process pertaining to the Sailing department
- Performs other tasks as assigned by management

### MINIMUM QUALIFICATIONS:

- Post-Secondary education or equivalent experience
- Strong communication skills, both oral & written
- Sailing knowledge is highly considered an asset
- Self-motivated and always looking for the next project
- Experience in a similar role considered asset
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Self-motivated but must be able to work well in a team
- Can work under pressure on multiple projects/events
- Excellent attention to detail

### REQUIREMENTS:

#### HEALTH AND SAFETY:

- Must work in compliance with the Occupational Health and Safety Act Regulation and follow in accordance to the Club's Health and Safety policies and procedures

#### HOURS OF WORK:

- Standard business workweek (5 days/40 hours)
- Incumbent may be required to work some evenings and weekends

#### ACCOMMODATION:

The Royal Canadian Yacht Club is proud to be an equal opportunity employer committed to a diverse and inclusive workplace. We ensure that all individuals are treated equally, respectfully and with integrity. We welcome resume submissions from all qualified applicants and thank you for your interest in the Royal Canadian Yacht Club. If accommodations are required, please contact Human Resources directly. All information received will be addressed confidentially.



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If you feel this position describes your skills and experience please e-mail your resume and cover letter to [careers@rcyc.ca](mailto:careers@rcyc.ca). Please include the position title in the subject line of your email. We thank all applicants for their interest but only candidates selected for an interview will be contacted.