

Job posting advertisement, version 13 January 2020

Sailing Activities Manager – Nepean Sailing Club, Ottawa

The Nepean Sailing Club is recruiting a full time Sailing Activities Manager. The Sailing Activities Manager's role at the Club will consist of overseeing the day-to-day operation of all sailing activities. He / she will provide cohesion and growth for this most important aspect of the Club's operation. These responsibilities will include community outreach programs and will increase the Club's profile amongst individuals looking to become involved with sailing programs at NSC.

This new position reports to and works in conjunction with the Business Manager, to provide administration, strategic support and delivery of sailing and sail training programs. The Sailing Activities Manager will also supervise and oversee seasonal sailing staff such as Sailing Instructors, Sailing School Administrator and Race Bosuns.

The candidate will be an experienced sailor, with experience in the management of sailing events and activities, including on-water support and sailboat maintenance. They will be expected to gain full familiarity with the practicalities of sailing at the Club, and to learn the boating interests of as many members as possible. They are encouraged to strongly participate in the Club's sporting activities.

Responsibilities – Operations

- Oversee the Able Sail and Sail Training Programs.
- Recruit and mentor the seasonal sailing staff to high standards of excellence.
- Operate the dinghy rental program on a day-to-day basis.
- Manage the sail training and sailing events registration systems (iSport, Northstar, Eventbrite, Meetup).
- Be responsible for maintenance of all club-owned sailing dinghies (approximately 50 boats) – this includes guiding other club staff and volunteers, and may include hands-on maintenance.
- Assist the implementation of fleet events.
- Be responsible for strategic planning of club-owned sailing boats.
- Implement strategy defined by the relevant board members (Sail Training Director, Fleet Captain).
- Comply with assigned financial budget.
- Write web content related to the Club's sailing activities.
- File incident reports.
- Inform Business Manager and board members of items of interest or concern in a timely manner.

Responsibilities – Coordinating with Sailing Community

- Engage and educate members (existing and potential) regarding sailing opportunities (e.g. connecting crew with boats, advising sailors on learning pathways).
- Drive community outreach (e.g. DND, Scouts, Soldier On and new program development).
- Apply for federal, provincial and private grants to fund new programs.

- Advise the board of directors on sailing program strategic opportunities and risks, considering trends in the sports and recreation industry.
- Maintain excellent relationships with the volunteer fleet committee.

Conditions

This is a year-round salaried position.

The scheduled work requirements will be greater during the sailing season running April to October including significant weekend work, and less intensive during the offseason autumn & winter months.

Salary is commensurate with experience.

You must comply with workplace safety policies and regulations, and abide by the Club's code of conduct.

Minimum Qualifications

At least 2 years operational leadership experience at a sporting organization and / or sailing club.

At least one of the following Sail Canada standards, or equivalent practical sailing experience: CANSail 5, Keelboat Spinnaker, Basic Keelboat Racing.

Knowledge of the sailing industry and the broader recreational landscape in Canada.

Pleasure craft operators card.

VHF operations certificate.

Valid First Aid and CPR certification.

Vulnerable sector police check.

Knowledge of sailing operations software (e.g. event registration, trainee tracking, race scoring).

Office software experience, notably Excel, PowerPoint, Word.

Interpersonal skills, required

Success mentoring and motivating junior staff.

Outgoing personality, capable of engaging many club members.

Ability to set priorities and meet deadlines.

Success at working collaboratively with volunteers.

Additional experience, preferred

Post-secondary education in a relevant topic (e.g. sports management).

Physical ability to move dinghies on land.

Sailing boat rigging and repair.

Sailing instructor qualification.

Event coordination.

G Class driving license.

About the Nepean Sailing Club

Nepean Sailing Club is located on the Ottawa River at Lac Deschenes. The Club was established in 1979 and is now one of the largest sailing clubs in Canada. The NSC is a family-oriented, volunteer-based organization dedicated to promoting and encouraging active participation by members and the general public in the sport of sailing and recreational boating. The Club has approximately 2,000

members, with keelboat and dinghy racing, day-sailing, cruising, sail training and able sail programs. The many member volunteers are complemented by a skilled core of permanent and seasonal staff.

Each year, the club runs 75 evenings of fleet racing, at least 4 regattas, and 20 long-distance, social sailing and member-training events. The Club provides Sail Canada approved training for hundreds of school age kids each summer. We provide sailing programs for able sailors and community groups, activities which are growing in strength.

To apply

Please send your resume to Walter Howell, Business Manager, Nepean Sailing Club
businessmanager@nsc.ca

Accessibility

We are an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact us at 613 829-9205 or businessmanager@nsc.ca .