



TRIDENT YACHT CLUB

January 30, 2020

Trident Yacht Club (TYC) is a member-owned yacht club comprised of roughly 100 boats and 200 members. TYC, located on the Bateau Channel between Kingston and Gananoque is looking for a manager, commencing in March of 2020.

Manager's Responsibilities

As a boating club, TYC operates seasonally and is administered by a Board of Directors, elected yearly. The Manager is responsible for the operations and maintenance of the Club. Under the direction of the relevant Board members, the Manager plans, organizes, evaluates, directs and controls the operations of the Club and its facilities.

Mandatory Qualifications

The manager should possess the following qualifications:

- Ability to work within a member-owned club environment, responding effectively to members, volunteers and Board members;
- Excellent interpersonal skills in communicating with club members and their family, contractors and the public;
- Ability to manage all financial aspects of a member-owned club as well as knowledge of computer-based accounting software;
- Proven record of managing day-to-day operational issues of a member owned club;
- Good working knowledge of modern day productivity software such as Microsoft Office, Google G-Suite, and social media tools;
- Ability to support members in managing Club events;
- Ability to troubleshoot and identify solutions for day-to-day problems and long-term club improvements.

Desirable Qualifications

Optionally, it would be desirable for the successful candidate to have the following experience:

- General knowledge of electrical and mechanical systems normally found in a club environment;
- General knowledge of grounds maintenance principles;
- Working knowledge of systems found in a boating club such as docks;
- General knowledge of project management principles and ability to monitor on-site completion of project deliverables on behalf of the board.

Working Conditions

As TYC is a seasonal club, the work of the manager is expected to fluctuate, being more involved in-season and less demanding off-season. Working hours and compensation are to be negotiated with the successful applicant. The salary range is \$45,000.00 to \$60,000.00 .

If you possess the required mandatory qualifications and would like to manage a jewel of the Thousand Islands please send your resume to past-commodore@trident-yc.ca by the 12th of *February 2020*. Your resume should clearly indicate how your experience and knowledge meet the mandatory qualifications as well as any desirable qualifications. Please also provide references to supplement your application.

TYC is an equal opportunity employer. Only candidates under consideration for the position will be contacted.