



Quinte SailAbility

Dock Supervisor Employment Opportunity

This is a great opportunity for someone wanting to develop their organizational and interpersonal through very rewarding work as Dock Supervisor with Quinte SailAbility. Quinte SailAbility offers the teaching of sailing to people of all ages with a disability. Quinte SailAbility has run successfully for 19 years.

1 DOCK SUPERVISOR POSITION

- Required to work effectively as a team member with 2 other staff and volunteers.
- Salary dependent upon experience and capability.
- Need to bring enthusiasm and energy to motivate children and adults or all ages

Duties Include:

- Supervise dock volunteers and assign tasks as required
- Maintain sailing schedule of student's bookings and adjustments
- Initiate and maintain student and volunteer personnel files
- Advise students and volunteers of schedule changes
- Record student's sailing sessions and volunteer hours
- Advise students and volunteers of upcoming events
- Monitor the dockside phone/VHF radio
- Inspect and clean boats/dock equipment as required
- Monitor gas and oil supplies
- Ensure equipment is stored correctly
- Operate race committee boat or other watercraft as directed
- Other duties as assigned

Skills Required:

- High level knowledge and experience with Computers and Microsoft Office
- Ability to prioritize and multi-task

Equipment used:

Martin 16, Access Dinghies and Challenger Trimeran; Teaching aids supplied

Courses Offered: CANSail, Racing, Cruising and Recreational Sailing.

Dates of Operation: 10 weeks, June 29 thru August 29.

Please email your resume remembering to include your contact information by 4:00pm Tuesday March 31 2020

Email: quintesailability@hotmail.com

Website: www.QuinteSailAbility.com