



Date Posted: Friday, February 28, 2020
Position Req# 216

DOCKMASTER

Reports to: Harbourmaster
Department: Marine Services

The Dockmaster is the heart of the Marine Services at RCYC and is responsible for maintaining member slip assignments, yacht records, locker assignments, and sailing dry storage areas. The Dockmaster will oversee all relations with visiting sailors, Members, and their Guests. The position of Dockmaster requires some experience in sailing/boating with an interest to learn more.

Main Responsibilities:

Client Service:

- Greet and direct visiting sailors
- Administer and manage summer visitor docking including billing
- Knowledge of all activities that are happening on the Island grounds each day and ability to direct members and visitors appropriately
- Handle escalated Member issues and concerns

Administration:

- Send out mass email communications
- Monthly Sailing statistics (Docks section)
- Oversee the weekly cleaning of slips, docks, and Club boat fleets

Dock Management:

- Maintain and update all dock waitlists throughout the summer
- Maintain and update Trailer Storage area at City Station
- Regatta and cruises slip management

Qualifications:

- Candidates must obtain Pleasure Craft Operator's Card prior to employment term
- Willing to obtain Toronto Harbour License
- Ability to work both independently and as a team
- Ability to multi-task and well organized
- Works well under pressure

HOURS OF WORK:

- This is a seasonal position with starting dates available in April/May, and contracts may extend to October/November
- 40 hours/week – Available to work on a shift schedule

WHAT WE OFFER

- An excellent work environment on beautiful Toronto Islands
- Competitive salaries commensurate with experience and qualifications
- Housing provided in a member's home

To apply please submit a copy of your resume to sailing@rcyc.ca. Please indicate "Dockmaster" in the subject line of your application

Application Deadline: March 31, 2020

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The RCYC is committed to fair and equitable recruiting practices in accordance with the Accessibility for Ontarians with Disability Act (AODA). Persons with disabilities are encouraged to come forward at any stage of the recruitment process to request accommodations, if needed. Members of our team will consult and create processes that provide individuals with disabilities the best possible recruitment experience.