

# Yacht Club General Manager

## Pointe-Claire, Québec

### Position: General Manager, Pointe-Claire Yacht Club

Founded in 1879, the Pointe-Claire Yacht Club (PCYC) is 'where friends set sail'. With an active racing and cruising community, the club has a proud history of promoting sailing and boating. Since its launch, the Club has benefited from the spirit of community among the membership who readily volunteer. Pointe Claire Yacht Club is somewhat unique in that all of the members are boaters.

### About the Role:

The General Manager reports to the Board of Directors, who are volunteers.. The General Manager oversees the smooth running of all club operations including on the water activities and the bar and restaurant.. The General Manager has an intimate knowledge of the club's procedures and carries out the directives of the Board of Directors as guided by the club's mission statement and the club's procedures.

You are a problem solver who has excellent interpersonal skills and a knowledge of boating. You also have the skills to implement short- and long-term strategies with input and approval from the Board to position the club for success well into the future.

### You will:

- Manage relationships among the Board of Directors, club members, vendors, and staff to promote smooth operations overall.
  - Attend all Board of Directors meetings and Finance Committee meetings, as well as *ad hoc* committee meetings.
  - Manage all club assets, including facilities and equipment and ensure they are in good repair.
  - Manage restaurant and bar, ensuring highest levels of quality are met. (Annual food sales and beverage sales are each about \$75,000.)
  - Keep all club licenses and insurances current, accurate, and up-to-date.
  - Ensure the club is operated in accordance with all applicable local, provincial, and federal laws.
  - Oversee a staff of 5-15 permanent and seasonal club personnel, including bar, restaurant, grounds, and sailing school staff.
  - Oversee recruitment, hiring, scheduling, and employee training.
  - Manage annual operating budget of \$1,000,000, recording and analyzing financial statements, managing cash flow, and establishing controls to safeguard funds.
  - Be visible and available to club members, ensuring their expectations are met and often exceeded.
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- Coordinate marketing and outreach to promote the club's services and to recruit new members.

- Manage all club events, initiating a variety of activities and occasions to foster member engagement and good will.

### **You'll Need:**

- 3+ years of relevant Club management experience, or equivalent
- Personnel and financial management experience (3+ years)
- Experience with member relations or equivalent interpersonal experience
- Demonstrated experience in executing high-quality special events, including food and beverage service in unusually high-volume or seasonal events (e.g., regattas)
- Familiarity with all basic PC software and general ease with technology required; knowledge of technology needs for yacht club operations a plus
- Ability to communicate fluently in French and English
- A Safe Boating Licence or equivalent

### **Preferred:**

- Bachelor's Degree or College Diploma
- Experience managing a private club
- Training and/or experience working as a boat yard manager. Skilled in the techniques of boating and sailing, hands-on boat and dock maintenance.

### **Job Type: Full-time**

Schedule:

- Summer weekend availability

Supplemental Pay:

- Bonus pay