

Calgary Yacht Club

Club Manager

The Calgary Yacht Club is a Not for Profit Society located in Chestermere and is considered the premier sailing facility on the prairies. The Club boasts an active membership, lively social events, expansive grounds, top-notch facilities, and comprehensive sailing programs. CYC is the largest educational, training, and competitive centre for youth sailing in Alberta. Committed to the development of young sailors, our program is led by qualified and dedicated coaches where the focus is on participation and fun as much as it is on skill development and race training. The program aims to develop life-long sailors and a love of the sport.

As the Club Manager/Youth Coordinator you will report to the volunteer Board of Directors and be responsible for managing all aspects of the Club's operations necessary to support sailing within the City of Chestermere and beyond. You will administer the day-to-day operations of the CYC facility, promote the Club and its programs, manage all membership activities, provide front line contact with communication to members, staff, and the community at large, provide sailing school support including organizing the schedule and registration and coordinate all events including volunteers and catering. You will provide full financial services to the Board of Directors, ensure the physical upkeep and maintenance of the facilities and grounds, hire and manage all staff and their activities.

Skills & Qualifications

- Instinctive customer service sense and ability to respond to stakeholder concerns
- Ability to act independently with limited supervision and to analyze and solve problems, handle multiple priorities in a rapidly changing service and business environment
- Exceptional communication, teamwork, and interpersonal skills
- Understanding/experience working in recreational/sports facilities and/or private clubs is an asset
- Proven ability in leadership roles and in high functioning team environments
- Proficiency in Microsoft Office, QuickBooks Online, Canva, and Social Media Channels
- Previous grant writing experience with knowledge of Provincial and Federal Grant application processes and programs
- Proven experience in Event Management
- Connection to the local community and organizations is considered an asset
- The provision of a valid first-aid certificate and a recent vulnerable sector check will be required.

Physical Demands

- Ability to work longer hours during the sailing season, including evening and weekends
- Ability to lift up to 40 lbs
- Ability to stand for long periods of time
- Must love children

A competitive salary will be negotiated in accordance with the applicant's experience.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Full-time, Permanent