



# Kingston Yacht Club

1 Maitland Street • Kingston Ontario • K7L 2V3

## Race Manager Position Summary

KYC is looking for applicants to join our Race Management team on a part-time basis running the KYC keelboat racing club series. This position involves on-water work during races as well as in-office work after racing processing results. Shifts are available Tuesday and/or Thursday nights from 5:00pm - 8:00pm from May through September. Shifts are also available on select weekends for weekend racing from May through September.

## Job Duties and Responsibilities:

- Operate the KYC race committee boat, including docking and anchoring (training provided)
- Manage race course selection and race signals for each race (training provided)
- Run start sequences and record finishes with assistance from KYC members
- Report any boat or equipment issues requiring attention
- Enter race results into Sailwave and post results to the Official Notice Board (training provided)
- Assist in reading results to the fleet post-racing

## Experience and Requirements:

- Pleasure Craft Operator's Certificate (PCOC)
- Restricted Operator's Certificate - Maritime (ROC-M)
- Clear Police Background Check (Vulnerable Sector Screening required)
- Knowledge of the Racing Rules of Sailing and racing is an asset

## Accessibility:

Kingston Yacht Club is an equal opportunity employer, and we welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact Kingston Yacht Club directly at (613) 548-3052 or [programs@kingstonyachtclub.com](mailto:programs@kingstonyachtclub.com).

Please submit a cover letter and resume by **April 28th 2023** to:

**Rachel Harris**

**Program Manager**

[programs@kingstonyachtclub.com](mailto:programs@kingstonyachtclub.com)

\*We thank all applicants for their time, however only those selected will be contacted for an interview.\*