



THE  
ROYAL CANADIAN YACHT CLUB

**POSITION:** Sailing Office Administrator

**REPORTS TO:** Director of Fleet

**SUMMARY:**

The Royal Canadian Yacht Club is a world class yacht club with a mandate to promote excellence in competitive sailing and sports. Located in a unique atmosphere on the Toronto Islands; the Club consists of an active, welcoming community of sailors, like-minded individuals and staff who share an interest in sport and tradition. RCYC is currently ranked as one of the top 50 Yacht Clubs in the world and we firmly believe that much of our continued success is determined by our staff. The RCYC operates year-round from two facilities: our summer home at the Island Clubhouse and our City Clubhouse in downtown Toronto at St George and Bloor. With over 4700 Members we have extensive services in Food and Beverage along with Fitness, Sports and Sailing facilities.

**WHAT WE OFFER:**

- Hourly wage starting at \$20.00
- Daily staff meals

**RESPONSIBILITIES:**

The Sailing Office Administrator is responsible for managing relationships with Members, their guests, and visiting sailors. A key role of this position is acting as a first point of contact for the Sailing Office. The incumbent must demonstrate a positive attitude and the willingness to assist club staff in a variety of supporting tasks.

**SKILLS / JOB KNOWLEDGE:**

- Lead reception desk for general inquiries over email, telephone, and VHF radio
- Serve as primary contact for Members requiring service and assistance
- Dock walk – process updates, advise of service requirements, contact Members absent for more than 24 hours
- Visitor Yachts – Update board based on float plans, greeting, processing and assist in organization
- Notice Boards – maintain current promotions and results, responsible for routine cleaning & maintenance
- Document Support – print documents for Midweek and weekend sailing events
- Event Support – maintain ticket template, print & prepare as required
- Club Fleets – Assist with preparation & sign out for day sails and racing
- Office Maintenance – assist in upkeep
- Junior Club – print & prepare documents and certificates for session completion as required
- Other duties as specified by the Director of Fleet and Fleet Operations Manager

**QUALIFICATIONS:**

- 1-2 years of boating experience preferred
- Superior communication and customer service skills
- Ability to multi-task
- Excellent organizational skills
- Highly motivated and works well with little supervision
- Ability to work well in team environment

**HOURS OF WORK:**

- **This is a seasonal position. Commencing May 6<sup>th</sup> approximate until August 30<sup>th</sup>, 2024.**
- Must be able to work weekdays, weekends, and public holidays as well as various shifts (days & evenings)
- Able to work at the Island facility - launch at 150 Cherry St

Please apply via email, including resume, to [colin.clark@rcyc.ca](mailto:colin.clark@rcyc.ca) by Friday, February 16<sup>th</sup>, 2024.

Qualified candidates will be contacted to confirm interviews commencing Wednesday, February 21<sup>st</sup>, 2024.

*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.*