



Club Coordinator – Permanent Part-time Position

Humber Bay Sailing Centre is one of Canada's leading Keelboat Sailing Schools and Boat-Share Clubs. Located in Etobicoke on the water in Humber Bay, HBSC is a not-for-profit organization providing Sail Canada and International Yacht Training certification for all levels of Keelboat Sailing. HBSC provides training for over 250 students a year and operates a Sailing Club for over 80 annual members and a Kayak & Paddling club for 30 members.

We are seeking an enthusiastic, energetic, organized, outdoor loving person to fill the role of Club Coordinator. Providing sales and administrative support to the Sailing Club, the Kayak & Paddling Club, it's volunteers and board members. This position is permanent part-time, 20 hours / week starting as soon as possible. This position has flexible and remote work options from November 1 – March 30 and requires in-person, set schedule work from April 1 – October 31. This role reports to the HBSC General Manager.

Club Administration

This role will be the face of the club for members and guest. As the first point of contact for new member, this role will need to personable, upbeat and patient.

- Respond to membership inquiries by phone, email and in-person.
- Sell sailing club and kayak / paddleboard storage memberships.
- Create and present club promotional material for graduating sailing classes.
- Create and maintain member prospect lists.
- Process new / renewing club memberships through registration platform.
- Set up / update memberships in member website.
- Manage boat teams and new member assignments.
- Send out membership renewal membership and follow up.
- Track and reconcile membership payments within the registration platform.
- Oversee new member orientation and new member events.
- Support ongoing member experience with tracking and follow up of new member activities.
- Provide volunteer coordination through communication and tracking software.
- Recruit and Coordinate skippers as needed during the sailing season.
- Schedule & support Winter Tuesday Seminar Series.
- Assisting with ensuring member compliance with HBSC policies and codes of conduct.



Club Committee Support

The Sailing Club at HBSC has a volunteer board and a number of volunteer committees. This role will provide support to these committees as needed.

- With the Membership Committee – provide support for new member orientation new member events.
- With the Communications Committee – supply committee with newsletter content as required. Coordinate member website content and updating.
- With the Education Committee – coordinate and promote skipper development program & crew development program.
- With the maintenance coordinator – provide support as needed.
- With various committees – maintain the club calendar.
- Provide administrative support for other committees as needed.

Relevant Skills and Knowledge

- Sales and customer service experience is essential for this role.
- Strong interpersonal skills and an ability to interact with the public and represent HBSC daily.
- Strong computer skills including Microsoft Office, Excel, Teams & MS platform.
- Will be required to learn HBSC registration software.
- Ability to work in a fast-paced environment with multiple priorities.
- Enthusiastic team player with the ability to work independently.
- Sailing or Boating experience is an asset.

Successful candidate will be required to take a VHF(M) Radio Operators Course if they do not currently possess a license. Cost for course is covered by HBSC.

Successful candidate will be required to complete Sail Canada's mandatory Safe Sport training (Free – 3 hours) before position commences.

A satisfactory police record check will be required before position commences.

Rate of Pay: 24.00/hour

Application deadline: March 15, 2024

Expected Start Date: March 30, 2024 or earlier if available.

Expected End Date: August 31st, 2024

Application Process: Please forward your cover letter and resume by email to

Humber Bay Sailing Centre

Attn: Erin Jarvis | General Manager

gm@hbsailing.com



Humber Bay Sailing Centre is an equal opportunity employer.

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 Erin Jarvis directly at gm@hbsailing.com.

We thank all applicants for their interest in this position, but only short-listed candidates will be interviewed.
