



Sail Able Nova Scotia

Adaptive Sailing Program

<https://www.facebook.com/sailablenovascotia>

Title: Club Administrator

About the position:

Contract | Full time position (35 hr/week) | June 2nd, 2025 to August 29 2025 | \$17.5/hr

Organization information:

Sail Able Nova Scotia is a non profit sailing club operating under Sail Nova Scotia. Our mission is to provide accessible sailing opportunities within HRM. Our club consists of Club Athletes and operates through paid seasonal staff and volunteers.

Job description:

As the Club Administrator, you will be the first point of contact for Club Athletes and volunteers. You will be in charge of coordinating Athletes' sails, handling billing, and the general experience of our Athletes and volunteers.

Your role will include:

- Greeting Club Athletes and volunteers when they arrive to the club
- Answer phone calls and respond to Emails inquiries
- Handle payments and personal documents
- Maintain the club's social media accounts
- Maintain the club's operation and equipment logs

About this position:

The successful applicant to this position must be:

- between 15 and 30 years of age when employment begins (inclusive)*for funding purposes
- a Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act
- legally entitled to work in Canada
- legally entitled to work according to the relevant provincial/territorial legislation and regulations

Location:

Sail Able Nova Scotia operates from the Royal Nova Scotia Yacht Squadron (RNSYS) located at: 2372 Purcell's Cove Road, Halifax, NS, Canada, B3P 1C7

Contact/application information:

If you are interested in this position, please let us know by contacting at sailablens@gmail.com