



ROYAL VANCOUVER
YACHT CLUB

Youth Program Learning Facilitator

- Wage:** \$28.00+ CAD per hour, based on experience.
- Start Date:** June 23, 2025
- End Date:** August 31, 2025
- Report to:** Sailing Programs Administrator & JTP Head Instructor, and Head Coach.

Club and Program Overview

The Royal Vancouver Yacht Club (RVYC) is one of the world's premier yacht clubs with over 5,000 members dedicated to promoting yachting, seamanship, and a strong sense of community. Located at Jericho home port in Vancouver, RVYC's Junior Training Program (JTP) provides summer sailing camps for youth ages 5 to 17+ throughout July and August.

Before the courses start, all instructors must attend mandatory, paid orientation days. Staff lunches are provided on all working days; however, housing is not. Our courses, run in two-week session blocks, utilize an extensive club-owned fleet, including Optimists, ILCAs, 29ers, RS Fevas, Windsurfers, Elliott 6Ms, and Capri 22s. The summer closes with RVYC's annual Commodore's Cup Regatta and Training Camp from August 25-28, offering young sailors an opportunity to demonstrate their progress and compete in a fun, supportive environment.

Instructors will have the chance to work in a beautiful environment, gaining valuable coaching experience while being part of a fun, high-paced, professional, and supportive team. There may also be additional work opportunities available outside of the JTP, including roles in RVYC's Keelboat Sailing Program, Race Committee, Mark-laying, and year-round Race Team coaching.

Job Overview

Our **Youth Program Learning Facilitators** lead and manage young sailors during the summer season as part of our Junior Sailing Program. Some of our best individuals in this position have been offseason elementary school teachers for grades 1-3. At least 2 years of experience working in a structured childcare setting is required, and due to this prior elementary teaching experience is an asset. You will play a crucial role in creating a

nurturing and enjoyable environment that encourages a love for the ocean and safe sailing experiences, by overseeing both on-water sailing activities and engaging in land-based games and activities.

Duties & Responsibilities

1. Program Leadership & Instruction:

- Serve as the lead facilitator for land-based activities in the Wet Feet (ages 5-7) and Opti Fun (ages 7-10) sailing courses.
- Plan, design, and execute age-appropriate, structured land-based activities that align with program goals.
- Utilize creative, interactive, and engaging teaching methods to foster enthusiasm for the water, sailing, and outdoors.
- Develop and maintain detailed daily schedules, ensuring seamless transitions between land-based and on-water activities.
- Track and maintain accurate attendance records and monitor participant engagement throughout the program.

2. Supervision and Safety:

- Follow all RVYC safety protocols to ensure the well-being and safety of all participants.
- Provide clear instruction to participants on proper life-jacket usage, water safety, and emergency procedures.
- Oversee daily check-in and check-out participant procedures, ensuring an organized and efficient process for parents and guardians.
- Report any concerns, incidents, or behavioural issues immediately to your direct supervisor.

3. Course Coordination and Team Collaboration:

- Work closely and collaborate with sailing instructors to maintain smooth program flow and transitions between land and water activities.
- Quickly assess and help to resolve minor conflicts among participants or staff to maintain a positive working environment for all included.
- Maintain accurate participant attendance records for the class.
- Actively contribute to the development of a well-rounded curriculum aligning with program objectives, mission, and values.
- Attend mandatory staff meetings to discuss daily plans, participant needs, and address administrative housekeeping topics.
- Complete daily assigned chores, including set-up and clean-up tasks to maintain an organized environment.

4. Communication:

- Lead communication efforts with course participants and families regarding program logistics, participant progress, and daily updates.

- Maintain professional and clear communication with families, ensuring all inquiries are addressed promptly and informatively.
- Provide updates on individual participant experiences to connect families and keep them informed throughout the program.

5. Role Model and Leadership:

- Act as a mentor and positive role model for young sailors, consistently demonstrating enthusiasm and leadership.
- Promote teamwork, inclusivity, and respect among participants, staff, and volunteers.
- Foster a supportive and welcoming learning environment, ensuring participants, volunteers, and staff feel safe, encouraged, and engaged.

Requirements & Qualifications

- Successful completion of high-school diploma or GED; a diploma or degree is an asset.
- Sail Canada certified Instructor who has completed the Wetfeet Module and 2025 annual registration with certifications/prerequisites in good standing for the duration of their employment
- At least 2 years of experience working in a structured childcare setting; prior teaching experience is an asset.
- Valid First Aid and CPR Certification (Standard First Aid or equivalent).
- Successful completion of a Criminal Record Background Check (company provided).
- Completion of the Safe Sport Training Module by the Coaching Association of Canada (can be completed after confirmed employment and prior to contract start).
- Ability to take charge in a leadership role, making quick, sound decisions in situations with variable conditions or elements.
- Strong organizational and problem-solving skills to effectively develop and deliver a comprehensive, structured curriculum.
- Excellent communication skills and interpersonal skills, including the ability to connect with and inspire young athletes.
- Sailing experience or certification not required but is an asset.

How to Apply

Interested and qualified candidates should submit a resume and cover letter outlining their relevant experiences, certifications, and interest in the role to:

anya.richmond@royalvan.com

Subject: Youth Program Learning Facilitator Application- [your full name]

All applications and inquiries will receive a response and be kept strictly confidential. Applications will be accepted until all positions are filled, and early applications are encouraged.