

# CLUB MANAGER

Reporting to the Commodore(s), the Club Manager is responsible for the day to day running of the Rondeau Yacht Club Office and summer programming, as well as for direct staff supervision.

## Positions Available for 2021 Summer Season

- One (1) full-time Club Manager

## Minimum Qualifications

- Standard First Aid and CPR
- Pleasure Craft Operator Card
- Police Check (if 18 years of age or older)

## Preferred Qualifications

- National Lifeguard Service certification (HIGHLY RECOMMENDED)
- Instructor certification in one or more of disciplines taught at RYC

## Responsibilities

Specific responsibilities include, but are not limited to:

- Ensure the safety of RYC Members and guests at all times
- Maintain safety and cleanliness of Club and RYC grounds at all times
- Complete assigned chore when RYC afternoon program ends
- Provide First Aid where necessary
- Promote RYC and discipline(s) at all levels
- Assist with RYC Opening and Closing Days
- Attend and participate in Closing Banquet
- Attendance and participation at Jr. Board events is strongly encouraged
- Directly supervise staff
- Registration of members
- Maintain up-to-date Membership List with member contact information
- Coordinate schedules for morning and afternoon programs
- Coordinate private lessons with available staff members
- Maintain accurate records of cash receipts and disbursements
- Communicate timesheet information to Treasurer
- Sell tickets for RYC events (ex. fundraising dinner and awards banquet)
- Data entry for student progress (ex. Checklick)
- Provide staff with blank reports and student links for progress reports
- Collect completed reports from staff
- Distribute reports to students
- Maintain inventory of RYC office and First Aid supplies
- Notify Commodore and discipline advisor of any equipment problems
- Assist Swimming Advisor and Instructors with Dive Day arrangements
- Assist Racing Advisor with RYC/EYC regatta day
- Any reasonable duties assigned by the Commodore(s) or Vice Commodore(s)