



Head Coach – Sailing School 2017 Season

The Royal Newfoundland Yacht Club is accepting applications for the position of Sailing School Head Coach for the 2017 season. The RNYC Sailing School runs a Sail Canada CANSail Junior Sailing Program, an Adult Learn-to-Sail Program, training sessions and regattas. The RNYC is located on Long Pond in Manuels, CBS, just minutes from St. John's.

Reporting directly to the Manager of the RNYC, you will be responsible for the overall operation of the sailing school, staff and program participants.

Responsibilities include:

- Assisting in the recruitment of sailing school staff
- Supervising all school staff
- Scheduling staff while following budgetary guidelines for allotted hours
- Overseeing all instruction to ensure highest quality offered and provide guidance to improve training and teaching skills
- Ensuring all instructors are following CANSail curriculum and reporting participant progression weekly
- Ensuring the delivery of a fun and quality sailing and learning experience for all participants
- Keeping safety of students as the top priority at all time
- Planning, organizing and operating of evening and weekend training sessions and regattas
- Coaching training sessions some evenings and weekend days
- Ensuring all equipment is kept in a good and safe condition by conducting ongoing inspections and taking actions for maintenance as required.
- Following budgetary guidelines for all required purchases
- Responding to questions about programs and communicating with the general public
- Ensuring the school building and grounds are kept clean, tidy and secure
- Coordinating the set up and take down of the school fleet during the shoulder seasons
- Assisting with the development and execution of the marketing plan, if required
- Instructing CANSail lessons, as required
- Conducting yourself in an energetic, positive and professional manner
- Other related duties as required

The ideal candidate will have the following combination of qualifications, experiences and skills:

- Wetfeet, CANSail 1–6 Instructor Certification (registration and dues must be paid and certifications current by 15 June 2017)
- Experience instructing CANSail programs including instructing children and teens
- Regional and Provincial Race Team experience
- Experience operating a coach boat (rubber dinghy with outboard motor)
- Experience managing staff is an asset
- Coach Boat Rescue Course Certificate (Sail Canada)

- Pleasure Craft Operators Certificate (Transport Canada)
- Marine Radio Certification (Canadian Power and Sail Squadron)
- Standard First Aid Certificate – 2 day course (St. John Ambulance, Canadian Red Cross or equivalent)
- Strong interpersonal, organizational and time management skills

Questions about this position may be sent to SailingSchool@rnyf.ca

Please submit your resume and cover letter to SailingSchool@rnyf.ca **at any time but no later than Tuesday, 7th March 2017 at 5pm.** Note that interviews may begin before the deadline date. Only those chosen for an interview will be contacted. Thank you to all who apply.