

RYC Club Manager - Job Description

Reporting to the Commodore, the Manager is responsible for the day to day running of the RYC office, the Summer program and direct staff supervision.

Specific responsibilities include, but are not limited to:

- Ensuring the safety of RYC Membership and guests at all times
- Direct supervision of RYC Staff
- Coordinate program scheduling for morning and afternoon programs
- Registration of members
- Maintain accurate records of cash receipts and disbursements
- Sell tickets for fundraising dinner and Awards Banquet
- Prepare Membership List (names, address, email, phone numbers)
- Maintain inventory of RYC office and first aid supplies
- Record and maintain records of student progression
- Data entry (Checkclick) of student reports -Provide staff with blank reports and student lists for weekly and seasonal member progress reports
- Collection of completed written reports from RYC staff
- Distribution of reports to students
- Notify Commodore and discipline advisor of any equipment problems
- Assist Swimming Advisor and Swimming Instructors with arrangements for Dive Days
- Oversee arrangements for RYC/EYC competition days
- Provide first-aid where and when necessary
- Maintaining safety and cleanliness of RYC grounds at all times
- Assisting with RYC opening and closing
- Lead and assist staff with Progressive Dinner
- Attendance at RYC Closing Banquet and coordinate Staff Participation
- Attendance at RYC Jr. Board Events is strongly encouraged
- Promotion of RYC and sport at all levels
- Notify Commodore of any schedule changes
- Any extra reasonable duties assigned by the Commodore or Vice Commodore
- Make arrangements with staff for private lessons
- Ensure that timesheet is accurately completed
- Plan craft and activity schedule for morning students
- Maintain craft supplies and notifying advisor with any issue

Minimum Qualifications:

- First Aid: Any national program at the EMERGENCY level
- Pleasure Craft Operator's Card
- Police Check

Preferred Qualifications:

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