

Zig Zag Yacht Club

Employment Opportunity

Position: Program Administrator



ZZYC is a 65-year-old not-for-profit organization, hiring a Program Administrator. The Board of Directors is seeking a unique individual who will be the lead employees in the Summer Fun Program, Sailing and Social Events.

The Club is located on Fisherman's Island in Clearwater Bay on Lake of the Woods. It is open late June to late August. The Club Director will work closely with the Board of Directors during the off season on a part time basis. Leading up to the summer and during the summer, the Club Director will work full time. The Club Director can work from almost anywhere during the off season, however while the Club is operating during the summer, it is expected that the Club Director will spend most of their working hours on the island.

Competencies needed:

- Ability to work collaboratively with others.
- Ability to coach, train and manage staff; set up schedules
- Post reminder notices in weekly newsletter about programs and social events.
- Works with Sailing Instructor Coordinator and Summer Fun Coordinator to develop summer.
- Meets daily with the Club Director.
- Attends the welcome back reception
- Familiarity with office technologies including word processing, email, spreadsheets, and online communications
- Basic accounting skills with experience in payrolls and QuickBooks
- Smart Serve Ontario and be well versed with the Ontario Liquor License Act.
- Pleasure Craft Operator Card Boating License

Qualifications:

- Proven leadership, coaching, and relationship management experience
- Management, organizational and accounting skills in day to day bookkeeping.
- Technology skills in website development and social media platforms.
- Respect in Sport course
- Knowledge of rules and boat policies of ZZYC
- Previous work experience with ZZYC is an asset
- Current Bronze Medallion an asset

The successful applicant must provide a Criminal Record Check that includes a Vulnerable Sector Search, Child Abuse Registry Check prior to the commencement of employment.

Salary: Commensurate with experience and training and according Provincial pay scale.

Submit Resume, cover letter and reference to: Michelle Williams at michybaz@gmail.com

Deadline for Application is: April 20, 2020

We thank all who apply, however only those selected for an interview will be contacted.