



Calgary Yacht Club

P.O. Box 291, Station M, Calgary, Alberta T2P 2H9

Job Title: Coordinator, Youth Recreational and Leisure Activities

Position Type: Seasonal full-time

Term: 3-month term (June 12 to August 25)

Number of Openings: 1

Job Type In-Person

Job Location: Chestermere, Alberta

Hourly Wage: \$20/hour

Working Schedule: Monday to Friday, 8:00 to 5:00

Posting Date: May 8, 2023

Application Closing Date: Open Until Filled

Reporting to the Club Manager, the Coordinator performs daily activities related to the coordination of youth activities, membership, daily site supervision, and leading the planning of weekly social events at the Club. This may include performance of safe work practices, administration, and engaging with members and fostering a positive culture. The individual must work to ensure the summer camp programming is delivered in a successful and safe manner.

This position is a salary position working 40 hours per week, 8:00-5:00, Monday to Friday for the months of June, July, and August, with a one-hour unpaid lunch. If only part-time hours can be worked in the month of June, the employee can choose to work part-time hours as well in the month of May to fulfill hourly commitment. While this position is required to be on site, the Coordinator can coordinate with the Head Coach and other senior members of staff when they need to leave the property to conduct CYC business (i.e., restocking inventory of bar), always ensuring appropriate site supervision for the safety and wellbeing of our campers.

This position is ideal for an adult who is looking for summer employment, a mature student, or someone with the flexibility to work full time during the summer months. This position is funded through the Canada Summer Jobs grant program and requires the candidate be under the age of 30.

Responsibilities:

The Coordinator is responsible for the day- to-day administration of the Club during the summer months, including:

Youth Programming

- Welcoming campers on site in the morning and checking them in.
- Ensuring all campers are sent home successfully at the end of the day.
- Coordination of sign-in sheets and waivers for summer camp kids.
- Site supervision for summer camp programming.
- Managing the summer camp registration system, booking campers, and taking payments.

Administration

- Keeping the facility and property organized.
- Completing small projects as assigned.
- Ordering swag, promotional items, CYC branded apparel.
- Coordinating membership and/or youth team swag purchase order.
- Assisting the Club Manager in daily tasks.
- Ordering inventory and stocking bar.
- Answering phones.
- Ordering member keys.

Event Management

- Planning and coordination of Thursday Night Dinners including lining up cooks, volunteers, menu, and potential vendors.
- Setting up the Thursday Night Dinners in the events system and collecting fees.
- Grocery shopping for Thursday Night Dinners (if required).
- Providing assistant to regatta planning committees and setting up sailing events in the events system.

Membership and Guests

- Welcoming members and guests on site.
- Introducing potential new members to the Club and providing tours of the property.

Such further and other duties or responsibilities as may be instructed from time to time.

Requirements

- A valid class five (5) Operator's License is required as the incumbent will be required to operate a personal vehicle for business use on a regular basis.
- Ability to provide a Criminal Record Check for review and acceptance.
- Preference will be given to City of Chestermere residents.

Please email your resume to manager@cyc.ab.ca.