



# Calgary Yacht Club

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

**Job Title:** Club Manager

**Position Type:** Permanent part-time

**Number of Openings:** 1

**Job Type** Hybrid (Remote Work and In-Person)

**Job Location:** Chestermere, Alberta

**Salary:** \$18,000-\$24,000/year

**Posting Date:** February 24, 2023

**Application Closing Date:** Open Until Filled

Reporting to the Calgary Yacht Club Board of Directors, the Club Manager performs daily activities related to the management of the Club. This may include performance of safe work practices, administration, human resource activities, event management, financial process and procedures, marketing, engaging with members and fostering a positive culture. The individual must work to ensure the Club stays up to date on all annual filings, and often works with member volunteers to meet organizational objectives.

This position is a salary position but works out to be approximately 15 hours per week averaged over the year. Hours fluctuate with the seasons, Club activity peaking in summer with a higher number of hours required. The Club is primarily closed for the winter and the scope of work for the Club Manager is on administrative requirements.

**This position is ideal for an individual who can work a flexible schedule and may be ideal for a full-time student pursuing a Business program, with summers off, to accommodate the increased summer commitment, or someone looking for flexible part-time work.**

## **Responsibilities:**

The Club Manager is responsible for the backend operations and day- to-day administration of the Club, including:

### **Administration**

- Grant writing and submission;
- Management of registrations and membership;
- Property bookings;
- Community engagement with membership;
- Support services to members and membership correspondence;
- Scheduling and planning for summer camps;

- Fostering a positive culture and stakeholder relations;
- Coordinating liquor license, and stock of bar; and
- Collecting the mail.

### **Human Resource Management**

- Hiring staff;
- Managing, leading, and collaborating with CYC employees and contracted staff (Bosun, Bookkeeper, Youth Coordinator, Head Coach); and
- Planning and logistics of race team scheduling, and succession planning.

### **Event Management**

- Ensuring the coordination of food services for Thursday Night dinners;
- Supporting management of Club social events and scheduling (including off-season annual fundraiser);
- Coordination of casino events (typically bi-annually); and
- Support regatta planning committees where necessary.

### **Financial Management**

- Managing the bookkeeping in collaboration with accountant, annual filings, and other financial requirements;
- Development of baseline budget in collaboration with Treasurer;
- Maintaining all contracts for services used by CYC; and
- Management of asset inventory and insurance renewal.

### **Marketing and Communication**

- Management of website;
- Coordination of social media; and
- Development and release of Club newsletter.

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

### **Education and Experience**

- Certificate or Diploma in Business or other related program is required.
- Three (3) years of direct work experience in business management is required.
- Knowledge of recreational programming and/or sailing is an asset.

### **Other 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](mailto:manager@cyc.ab.ca).**