

ARMDALE YACHT CLUB

POSITION DESCRIPTION: Sail Training Officer

Purpose of the Position

The purpose of the Sail Training Officer's role is to ensure the effective operation and growth of AYC's Sail Training Program through dedicated oversight of sailboat maintenance, program management, safety enforcement, and community engagement. These roles collectively support the club's strategic planning and budgeting efforts, uphold safety and conduct standards, and foster participation in AYC activities, all while maintaining the Sail Training Program's long-term sustainability and alignment with the club's mission.

Major Responsibilities

- **Sail Training Boat and Equipment Maintenance:** Ensure the following activities are completed by the Sailing School Manager, coaching staff and Sail Training committee members:
 - Maintenance of sail training sailboats, motorboats, motors, and related equipment for the spring/summer/fall seasons.
 - Launch and haul-out of sail training boats.
 - Yearly inventory of sail training equipment.
- **Sail Training Program:**
 - Ensure the organization, implementation, and management of the Learn to Sail Program with the support of the Sailing School Manager and Sail Training Committee takes place.
 - Oversee the hiring and supervision of sailing instructors by the Sailing School Manager.
 - Coordinate with the Sailing School Manager and Office Administrator for administrative support and logistics with respect to Sail Training.
 - Ensure the Sail Training Program complies with AYC regulations and policies.
 - Monitor Sail Training emails and address issues as they arise.
 - Ensure that a safe and respectful workplace is maintained for both Sail Training staff, committee members and participants.
 - Support the Sailing School Manager in the giving guidance on safety regulations and handle any safety-related concerns.
- **General COM Expectations:**
 - Possess a good working knowledge of the AYC Bylaws, regulations and policies.
 - Assist the commodore and COM with the management of the club as outlined in the Bylaws.
 - Attend all COM meetings, and any other meetings called at AYC as required to fulfill responsibilities of the position

- **Club Activities & Events:**
 - Actively promote and participate in AYC events, races, and cruises.
 - Encourage participation among social and senior members.
 - Liaise between different committees to ensure alignment and support for club activities.
- **Strategic Planning:**
 - Participate in the annual strategic planning process, focusing on long-term goals related to sail training.
- **Budget Advising:**
 - Work with the COM on the annual budgeting process, providing input on the financial needs of the Sail Training Program and maintenance activities.
- **AYC Engagement:**
 - Actively be involved in and promote AYC events, races and cruises and encourage other social and senior members to participate.
 - Carry out such other duties as the COM may delegate from time to time.
 - Ensure smooth transition of information to incoming COM members for continuity by providing relevant transition information to assist with following year's activities.
- **Safety and Code of Conduct:**
 - Ensure that a safe and respectful workplace is maintained for both staff and members alike.
 - Uphold the AYC Code of Conduct and ensure compliance.
 - Provide guidance on safety regulations and handle any safety-related concerns.

Reporting Relationships

This position reports to the Rear Commodore of AYC. The Sail Training Committee reports to this position.

Sail Training Committee Members:

- Support the Sail Training Officer by taking on delegated tasks related to the management of the program, such as communications, volunteer coordination, or participant outreach.
- Committee shall consist of the Sail Training Officer and not less than two other Members approved by the COM.
- Responsible for organizing, implementing and managing the annual Learn to Sail Program of AYC including the hiring and supervision of the sailing instructor(s).

November 2, 2024