

## **2012 Queen's Quay Disabled Sailing Program**

### **Program Manager Duties and Responsibilities**

- Oversees all aspects of the Queen's Quay Disabled Sailing Program
- Under the Direction of the Operations/ Staff Manager coordinates all aspects of the daily operation
- Responsible for the safe and enjoyable sailing occasions, including on-time departures and returns, proper instruction and assistance to members and volunteers, ensuring all equipment is provided in good working condition, assistance with embarkation and de-embarkation, enforcing and evaluating sailing procedures and weather conditions, monitoring radio communications, operates the coach boat and assists with on water problems
- Acts as Safety Officer "Ashore" inc workers comp & accident reports and coordinates everything else with regard to the safe operation of the program
- Assist with Fundraising and Donations incl "in Kind Donations" for Regattas and Special Events, Volunteer Appreciation and Volunteer Long Term Service Awards
- Assists with rigging as well as general housekeeping and upkeep of facilities
- Orientation of New Members, Volunteers and Visitors
- Bookings, statistics and other administrative duties (Petty Cash and detailed spreadsheet of all expenditures and keeping of all records such as staff hours, volunteer hours etc)
- Prepares the work schedule for each member of the staff
- Coordinates instruction, regattas, special events, outreach programs
- Coordinates general operations, incl staff meetings, member and volunteer communications, day-to-day communications with Harbourfront and other affiliated organizations

#### **Qualifications :**

- Excellent social, communication and organizational skills
- Excellent computer literacy
- First Aid certification; life saving qualifications
- Experience in volunteer organization and working with people with disabilities

**May 15 – September 1 or 15 2012 (Wednesdays to Sundays 11AM – 7 PM)**

**\$16 per hour 40 hours a week (one 4-day weekend off)**

**Location : downtown Toronto**

**Replies to : mdeurvorst@rogers.com**