

Job Description

KERIKERI CRUISING CLUB

Title: Sailing Coordinator Club	Name:	Last Updated: July 2018
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Result area	%	Objectives	Performance Measures	Skills
Coaching		<ul style="list-style-type: none"> Backup coach in emergency/when scheduled 	<ul style="list-style-type: none"> Coaching services performed as required 	Yachting NZ Coaching Qualification
Admin		<ul style="list-style-type: none"> Student registrations Communications with students, coaches & parents Invoice students 	<ul style="list-style-type: none"> Pre-start, notices & follow-up communications with students from all courses Payments completed before courses start 	Computer & Database skills, Organisational skills, Communication skills
Management		<ul style="list-style-type: none"> Recruit & organise course coaches (volunteers & paid) Recruit & organise roster of parent helpers Attend monthly centreboard and keelboat committee meetings <ul style="list-style-type: none"> Manage use & maintenance of boats 	<ul style="list-style-type: none"> Coaches and helpers available for all courses. Student numbers kept at correct safety ratios. Casual and unexpected students managed. <ul style="list-style-type: none"> Yachts serviced & operational when required RIBs serviced & operational when required 	Communication skills, Organisational skills
Finances		<ul style="list-style-type: none"> Draft Learn to Sail annual budget Monthly review & report budget to actual to Club Manager Work with club fundraising officer to develop funding applications Work with club sponsorship officer to find course sponsors 	<ul style="list-style-type: none"> Budget finalised by 1 July Xero report available from office Obtain sponsorship for learn to sail courses Minimum of 3 grant applications submitted annually All courses have appropriate sponsorship 	Attention to detail, Organisational skills
Communications & Marketing		<ul style="list-style-type: none"> Communications with students, coaches & parents Promote Club sailing programme Develop relationships with schools, community groups & other relevant parties 	<ul style="list-style-type: none"> Pre-start, notices & follow-up communications with students from all courses Website reviewed annually, weekly notices compiled & sent, Facebook posts made as required Sailing courses filled to 80% of capacity, regular promotion of Centreboard & Keelboat racing programmes 	Communication skills

			<ul style="list-style-type: none"> • Administer Club sailing notices 	
Course Development		<ul style="list-style-type: none"> • Develop, in conjunction with Coaches, courses for schools & other community groups. • Identify opportunities for new programs. • Promote courses 	<ul style="list-style-type: none"> • All activities planned, priced and documented 	Organisational skills
Health and Safety		<ul style="list-style-type: none"> • Follow all health and safety requirements • Active involvement in planning • Ensure all coaches, parents & sailors are briefed on Health & Safety procedure & policies & that these are followed & documented 	<ul style="list-style-type: none"> • Work practices followed • Annual review of centreboard, sailing & RIB safety plans • Health & Safety policies circulated & documentation completed 	Personal awareness Attention to detail Communication skills Organisational skills

Weekend work
Holiday work
Reports to Club Manager