

# POSITION DESCRIPTION



Sailing Administrator

Full Time Position

## Overview of Role

We are seeking a proactive and organised Sailing Administrator to join the Royal Geelong Yacht Club's expanding sailing department. In this role, you will be responsible for a variety of administrative tasks and serve as the primary customer point of contact for all RGYC sailing enquiries.

**The Sailing Administrator ensures accurate and efficient administration of all RGYC sailing programs and activities and serves as the primary customer point of contact for all RGYC sailing inquiries.**

You will play a pivotal role in the organisation's success by providing essential support to the Sailing and Boating team, assisting with the delivery of sailing programs and activities, and supporting/directing our team of instructors, coaches and volunteers.

In this role, you will work closely with the Sailing Manager and the Sailing Operations Coordinator to ensure seamless coordination and delivery of all RGYC sailing activities. All three roles will collaborate extensively, adapting flexibly to the seasonal demands of the business. The department's business plan will align with the Club's goals and purpose as outlined in its [strategic plan](#), ensuring that priorities are consistently met. Effective communication and teamwork will be essential in addressing priorities, focusing on key areas, and resolving any concerns, fostering a collaborative environment that drives the success of RGYC's sailing programs.

This role offers a flexible working environment to ensure adequate staff support and coverage of all RGYC sailing activities, which may include evening, weekend and holiday work, depending on the seasonal demands of the organisation.

**Responsible To:** Sailing Manager

**Key Collaborators:** Sailing Operations Coordinator, Coaches, Instructors and Volunteers

## Job/Task Profile

### Finance

- Reconcile entry and registration fees for sailing programs and activities.
- Report on race entry and program registrations against budgeted expectations.

### Compliance

- Administer compliance checks on all participants and vessels, including program registrations and racing entries.

- Report maintenance, safety and compliance issues to the Sailing Operations Coordinator and Sailing Manager to ensure efficient rectification.

#### Programs and Activities

- Assist participants with entry administration requirements, including entry and compliance for sailing programs, activities and regattas.
- Support the efficient delivery of all RGYC sailing programs and hosted events.
- Set up sailing programs, racing and regattas in sports software such as Revolutionise Sport, TopYacht Entry System, and TopYacht.
- Assist the Race Management Team with entry, scoring, and results tasks for sailing programs and regattas.
- Help develop and implement the sailing marketing and communications plan.
- Assist the Sailing Operations Coordinator, Coaches and Instructors with the development, use and procurement of training and education resources.
- Attend Australian Sailing meetings and seminars as directed by the club where relevant.

#### Governance

- Compile sailing meeting packages, agendas, and related documents for staff and volunteers.
- Record and produce accurate meeting minutes for the Sailing & Boating Committee and Sailing Office.
- Identify and recommend operational improvements for the Club and Sailing Department.

#### Operations

- Serve as the main customer contact for all RGYC sailing inquiries.
- Provide clear and accurate information to RGYC members and customers.
- Communicate rosters with coaches, instructors, and volunteers.
- Compile sailing-related information for member communication.
- Coordinate external operators for training courses such as First Aid, CPR, Marine Licence, and VHF Radio.
- Be available, on a rotating basis, to assist the instructors, coaches and volunteers to deliver and provide shoreside support for sailing programs and activities.
- Assist regatta race officers, race management team, volunteers and event management with the successful delivery of all RGYC-hosted regattas and championships.

#### Asset Management

- Provide administrative support with venue and asset bookings for sailing programs and activities.

## **Key Selection Criteria (Skills and Competencies)**

### **Essential:**

- Exceptional organisational skills with the ability to prioritize tasks and meet deadlines.
- Strong interpersonal and communication skills for effective customer interaction.
- Proficiency in administrative tools, including Microsoft Office.
- Valid Working with Children Check

### **Desirable:**

- Experience in a sailing or sporting club or organization.
- Sailing experience is highly advantageous but not essential.

### **Hours of Work:**

- TBC, variable to suit the seasonal requirements of the club including evening, weekend and holiday work.

### **Salary, Superannuation, and entitlements**

- Statutory superannuation paid into fund of choice.
- 4 weeks annual leave pro-rata.

Personal leave and other entitlements in accordance with the relevant Award and conditions.

Royal Geelong Yacht Club is an equal opportunity employer, we are committed to supporting people with disabilities gain employment and develop their careers with us – if you meet the above requirements, we encourage you to apply.

## **Our Commitment to Child Safety**

Royal Geelong Yacht Club is committed to providing a safe environment for all children and young people when they are in the care of Royal Geelong Yacht Club (the club). Our [Child Safe Policy](#) is an overarching document that provides key elements of our approach to the wellbeing and protection of children and young people from abuse. It forms the foundation of the Club's procedures, practices, decision making processes and Club culture with respect to child safety based on Victoria's new Child Safe Standards<sup>1</sup> updated on July 1, 2022. Child safety in sport means protecting children from abuse, providing safe, quality experiences and empowering children's voices.

## Our Club Values

- **MARITIME SPIRIT**  
We respect and celebrate our traditions and yachting history, whilst looking to the future.
- **PEOPLE**  
Our members and staff are at the heart of everything we do. We value contribution and build talent so that people thrive from their participation.
- **GROWTH**  
We continually seek ways to add value and improve.
- **PRIDE / POSITIVE**  
We take pride in our actions, interactions, and decisions and act in a manner that allows us to be proud of our decisions.
- **TRUST**  
We are transparent, honest and act with integrity, creating an environment where every individual feels safe to grow, share ideas, and collaborate.
- **INCLUSIVE**  
We proactively welcome everyone that comes to our Club and seek and celebrate unique and diverse perspectives, backgrounds, and experiences.