

# POSITION DESCRIPTION



Sailing Operations  
Coordinator

Full Time Position

## Overview of Role

We are seeking a collaborative and well-rounded Sailing Operations Coordinator to join the Royal Geelong Yacht Club's expanding sailing department. In this role, you will play a significant role in the successful delivery of all RGYC sailing activities.

**The Sailing Operations Coordinator is responsible for ensuring that all of RGYC's sailing programs and activities are meticulously planned, well-resourced, and executed to the highest standards. This role involves coordinating all logistical and operational aspects, coordinating resources efficiently, and overseeing the delivery of exceptional sailing experiences.**

In this role, you will work closely with the Sailing Manager and the Sailing Administrator 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 season demands of the organisation.

**Responsible To:** Sailing Manager

**Direct Reports:** Instructors, Coaches

**Key Collaborators:** Sailing Administrator, Volunteers, Coaches, Instructors

## Job/Task Profile

### Finance

- Assist the Sailing Manager in developing and meeting budgets, asset management, and event plans.
- Consults with the Sailing Manager to ensure sailing programs and maintenance schedules are running within budget requirements.

### Compliance

- Ensure daily operations of sailing programs and activities meet high standards.
- Audit equipment and carry out the required processes to ensure compliance with required regulations, policies and guidelines.

- Collaborate with the Sailing Manager, Instructors and Coaches to ensure RGYC's Discover Sailing Centre meets all required regulations, policies and guidelines set forth by Australian Sailing.
- You will ensure RGYC's Sailing Academy complies with Australian Sailing guidelines and provide direction and guidance to our team of qualified instructors and coaches in delivering learn-to-sail and powerboat courses effectively.

#### Programs and Activities

- Coordinate the practical delivery of all RGYC sailing programs and activities, including the allocation of resources (including personnel, equipment and boats) and assist in the procurement of suitable staff and volunteers to fulfill those programs.
- Assist in the development and implementation of the annual sailing program, including racing, training, regattas and events with the Sailing Manager and Sailing & Boating Committee.
- Assist the development and implementation of the sailing marketing and communications plan with the Sailing Manager and Marketing Coordinator.
- In consultation with instructors, coaches and Australian Sailing, coordinate the development, use and procurement of training and education resources in alignment with industry best practice.
- Attend Australian Sailing meetings and seminars as directed by the Club where relevant.

#### Governance

- Provide insights and feedback to the Sailing Manager, Race Management Team and Sailing & Boating Committee on governance matters relating to sailing and RGYC.

#### Operations

- Communicate effectively within the Sailing department about all sailing programs and activities.
- Collaborate on rosters for sailing staff, including coaches, instructors, and volunteers.
- Assist in event planning and on-water delivery for RGYC-hosted regattas and championships.
- Be available, on a rotating basis, to assist instructors, coaches and volunteers to deliver and provide shoreside support for sailing programs and activities.
- Assist in the asset and resource procurement, coordination and delivery for all RGYC-hosted regattas and championships.

#### Asset Management

- Perform basic day-to-day maintenance of all sailing assets, including powerboats, keelboats, dinghies, and race management equipment, including washing, fuelling and basic repairs.

- Coordinate the completion of programmed maintenance with external providers, including engine servicing, annual vessel maintenance and repair work.

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

#### **Essential:**

- Comprehensive experience with sailing and powerboats.
- Exceptional organisational skills with the ability to prioritize tasks and meet deadlines.
- Marine License.
- Proven experience in a club or sporting organization.
- Valid Working with Children Check.

#### **Desirable:**

- Australian Sailing Dinghy, Powerboat, Keelboat Instructor or Senior Instructor qualifications
- Australian Sailing Coach qualifications
- Australian Sailing Race Officer qualifications

#### **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.