

# Zig Zag Yacht Club

## Employment Opportunity

### Position: Club Director



ZZYC is a 65-year-old not-for-profit organization, hiring a Club Director. The Board of Directors is seeking a unique individual who will be the lead employee of the Club, responsible for all administration, operations, and employees.

The Club is located on Fisherman's Island in Clearwater Bay on Lake of the Woods. It is open late June to late August. The Club Director will work closely with the Board of Directors during the off season on a part time basis. Leading up to the summer and during the summer, the Club Director will work full time. The Club Director can work from almost anywhere during the off season, however while the Club is operating during the summer, it is expected that the Club Director will spend most of their working hours on the island.

#### Competencies needed:

- Ability to coach, train and manage staff; set up schedules
- Assist with the co-ordination events and fundraising, with the ability to engage a wide range of stakeholders
- Ability to work collaboratively with others.
- Strong written and oral communication skills
- Interpersonal and multidisciplinary project skills
- Action oriented, entrepreneurial, adaptable
- Familiarity with office technologies including word processing, email, spreadsheets, and online communications
- Basic accounting skills with experience in payrolls and QuickBooks
- Smart Serve Ontario and be well versed with the Ontario Liquor License Act.
- Pleasure Craft Operator Card Boating License

#### Qualifications:

- Bachelor's degree or equivalent
- Proven leadership, coaching, and relationship management experience
- Management, organizational and accounting skills in day to day bookkeeping.
- Technology skills in website development and social media platforms.

The successful applicant must provide a Criminal Record Check that includes a Vulnerable Sector Search, Child Abuse Registry Check prior to the commencement of employment.

Salary: Commensurate with experience and training and according Provincial pay scale.

Submit Resume, cover letter and reference to: Michelle Williams at [michybaz@gmail.com](mailto:michybaz@gmail.com)

Deadline for Application is: February 20, 2020

We thank all who apply, however only those selected for an interview will be contacted.