



# HSC Summer Program Coordinator

This is a **full-time, summer student position**, running from approximately June 28 – September 3, 2021. Applicants must be available for occasional evenings and weekends.

## Position Overview:

The HSC Summer Program Coordinator works with a team consisting of the General Manager, Head Coach and Board of Directors to assist in the delivery of an outstanding Learn-to-Sail experience for local youth. You will be reporting to the General Manager.

## Job Responsibilities:

- Prepare weekly class lists for coaches.
- Liaison with Head Coach and Race Coaches on sailors' regatta participation/organization
- Email weekly confirmations and account statements to parents
- Handle inquiries from parents and Members who walk-in, call or email.
- Coordinate pizza lunch program on Fridays\*
- Coordinate daily Freezie program\*
- Assist with setting up Member event evenings in July and August\*
- Assist with our annual fundraiser.
- Assist with organizing Awards BBQ on August 28\*
- Assisting with Opti Provincials\*
- Assist with special projects, as required.

\*COVID-19 dependant

## Qualifications:

- Strong written and oral communication skills
- Ability to deliver exceptional customer experience.
- Works well independently or as a part of a project team
- Good time management skills
- Experience with computer programs (Word, Excel, Google Drive, Sheets, etc.) is an asset.
- Experience working camps/recreation programs or studying in the field of recreation would be an asset.
- **Must be a full-time student returning to a post-secondary education in the Fall.**

**Please e-mail a cover letter and your resume to Andrea Edwards at [sailing@hubbardssailingclub.ca](mailto:sailing@hubbardssailingclub.ca) by April 21, 2021**