



KINGSTON YACHT CLUB
1 Maitland St. Kingston, ON K7L 2V3
613.548.3052 www.KingstonYachtClub.ca

Job Posting: Race Management Coordinator (2026)

The Kingston Yacht Club is hiring for the 2026 season. We are looking for a high-energy, organized, and detail-oriented Race Management Coordinator to lead our mid-week racing series and select weekend regattas. You will be the "conductor" of the racecourse, ensuring that every event is run safely, fairly, and on schedule. This role is perfect for someone who loves being on the water and thrives in a fast-paced, competitive environment.

Location: Kingston Yacht Club, Kingston, ON - In Person

Term: Part time Seasonal (May – September) - Tuesday, Wednesday, & Thursday evenings; occasional weekends (schedule provided in advance)

Reports to: General Manager

Key Responsibilities

- **Race Execution:** Lead the setup, start, and finish sequences for all Tuesday, Wednesday, and Thursday evening races.
 - **Course Management:** Monitor weather conditions and set competitive courses using the KYC mark network and/or temporary marks
 - **Volunteer Leadership:** Coordinate and brief the volunteer race committee teams to ensure everyone knows their roles.
 - **Safety & Compliance:** Ensure all races adhere to Sail Canada rules and local safety protocols.
 - **Results & Scoring:** Manage the timely recording and publication of race results and handle any initial scoring inquiries.
 - **Equipment Care:** Oversee the maintenance and readiness of the signal boat, marks, and flags.
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Qualifications & Requirements

(Certifications and pre-requisites must be in place prior to start of employment, but do not have to be in place at the time of application - Kingston Yacht Club can provide career coaching to assist with achieving certifications)

- **Pre-requisites:**
 - Standard First Aid & CPR-C.
 - Pleasure Craft Operator's Card (PCOC)
 - VHF - ROC(M) Radio License
 - Police Record Check with Vulnerable Sector Screening.

All offers of employment are subject to the provision of a current and satisfactory Vulnerable Sector Screening Report, prior to the first day of employment.

Competencies

- **Race Expertise:** Mastery of the Racing Rules of Sailing (RRS) and the "language of flags" for precise start/finish sequences.
- **Tactical Course Setting:** Ability to read wind shifts and Kingston's local conditions to set fair, square, and competitive courses.
- **Marine Proficiency:** Advanced powerboat handling skills and the ability to maneuver safely in congested or heavy-weather conditions.
- **Situational Leadership:** Calmness under pressure, especially when managing volunteer teams or making critical safety calls during weather changes.

- **Effective Communication:** Professional VHF radio protocol and the ability to provide clear, concise briefings to sailors and staff.
- **Logistical Precision:** Strong organizational skills to manage race equipment, scoring data, and strict evening timelines.

Physical Demands

- **Agility & Balance:** Ability to move confidently on a moving deck in choppy water for 4–6 hours and transition safely between vessels.
- **Strength:** Capability to lift up to 50 lbs and manage heavy manual tasks like hauling anchor lines and racing marks.
- **Endurance:** Stamina to stand for long periods and work in extreme conditions (heat, sun, rain, and cold spray).
- **Sensory Focus:** Sharp distance vision for sail identification and auditory clarity to communicate over wind and engine noise.
- **Resilience:** Must be immune to motion sickness while performing technical tasks (writing and navigating) on the water.

Compensation & Benefits

- **Competitive Wage:** Starting at \$20 per hour based on skills, experience and certifications
- **Professional Development:** Support for recertification and advanced training courses.
- **Club Privileges:** Staff membership and use of club facilities, Chit privileges with staff discount, Complimentary Dry mooring, Ongoing personal sailing development
- **Networking:** Opportunity to work at one of Canada's premier freshwater sailing venues.

How to Apply:

Please submit your resume and cover letter to manager@kingstonyachtclub.ca. Please indicate "Race Management Coordinator" in the subject line.

Applications will be reviewed on a rolling basis. We thank all applicants for their time; however, only those selected for an interview will be contacted.

Inclusion:

Kingston Yacht Club is committed to building an inclusive workforce and prioritizes recruiting youth who face barriers to employment, including Indigenous, Racialized, 2SLGBTQI+, and youth with disabilities. We provide a supportive environment through physical and flexible work accommodations, DEI training, and monthly one-on-one mentorship with our General Manager to foster professional growth. We encourage applicants to self-identify and are dedicated to a hiring process free of bias and discrimination.

Accessibility

We are an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact our General Manager, Matt White directly at manager@kingstonyachtclub.ca 613-548-3052