



**KINGSTON YACHT CLUB**  
1 Maitland St. Kingston, ON K7L 2V3  
613.548.3052 [www.KingstonYachtClub.ca](http://www.KingstonYachtClub.ca)

**SAIL TRAINING  
CENTRE**

## **Job Posting: Head Instructor (2026)**

The Kingston Yacht Club (KYC) Sail Training Centre is hiring for the 2026 season. KYC has a great history and the Sail Training Centre has become renowned as an exceptional program for all levels of sailing from beginners to advanced racers. We offer programming for Juniors and Adults, including persons with disabilities.

We are seeking an experienced Head Instructor to lead our Sail Training programming. This senior role combines on-water coaching with management/supervisory responsibilities, serving as the primary liaison between customers, staff, and club leadership.

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

**Term:** Part-time Feb-April, Full-time May-August, Part-time Sept-October

**Reports to:** General Manager

### **Key Responsibilities**

- **Program Management & Administration:**
  - Operations: Oversee daily program operations, scheduling, and registration to ensure alignment with safety standards and program goals.
  - Staff Leadership: Lead the recruitment, onboarding, and training of all program staff. Conduct regular staff meetings to communicate expectations and address challenges. Responsible for the mentorship and mid-season and end-of-season performance evaluations of the instructional staff. Facilitating peer evaluations.
  - Customer Relations: Serve as the primary point of contact for customers. Handle inquiries promptly, address behavioral issues professionally, and ensure a supportive environment for all program participants.
  - Record Keeping: Ensure sailor records are properly recorded in the Sail Canada Checklick system and the KYC registration software.
  - Marketing and Promotion: Using the latest digital marketing standards and strategies, market the program to boost enrollment levels and promote program successes throughout the season.
  - Events: Collaborate with management & other KYC departments to organize and lead training and social events to promote the Sail Training Centre.
- **Head Coach & Instruction:**
  - Quality Control: Monitor the quality of instruction across all levels, ensuring consistency and excellence in teaching practices.
  - Instructional Support: Act as a senior resource, stepping in to teach classes or cover for instructors when necessary.
  - Fleet Maintenance: Perform regular inspections of boats and equipment to ensure maintenance needs are addressed promptly. Overseeing the maintenance and winterization/de-winterization schedule.
- **Safety & Risk Management:**
  - Protocols: Implement and enforce all safety protocols for on-water and land-based activities.
  - Emergency Response: Lead the response to emergencies or incidents, maintaining a clear escalation plan.
- **Professionalism**

- Maintain a professional appearance and act as a positive role model and ambassador for Kingston Yacht Club at all times.
- Strong communication skills and a professional demeanor when interacting with parents, members, and students.

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## **Qualifications & Requirements**

### **Experience & Certifications:**

- Leadership: 1–2 years of experience in a leadership role with direct staff management is preferred.
- Coaching: Minimum 2–3 years of coaching experience as a certified Sail Canada Instructor.
- Certifications:
  - CANSail 5/6 Instructor or Development Coach (Trained/Certified).
  - Standard First Aid & CPR-C.
  - Pleasure Craft Operator's Card (PCOC)
  - Sail Canada Coach Boat Safety Course
  - VHF - ROC(M) Radio License.
  - Completion of Sail Canada Safe Sport training.
  - 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, and that the employee be registered and in good standing with Sail Canada for the 2026 season (dues paid) prior to the first day of employment.*

### **Skills & Attributes:**

- Strong organizational skills with the ability to adapt to changing weather and program needs.
- Excellent interpersonal skills for communicating effectively with children, parents, and club members.
- Energetic, professional, and proactive attitude.

### **Competencies**

- Teamwork – Actively builds teams and encourages open relationships for maximum organizational effectiveness.
- Initiative – Does the right thing at the right time without being asked.
- Commitment to Service Excellence – Deliberately identifies and creates opportunities to enhance every individual's experience.
- Concern for Health and Safety – Prioritizes the physical and emotional well-being of all participants by proactively identifying risks, strictly enforcing safety protocols, and educating staff and students on harm reduction practices

### **Physical Demands**

- Ability to work outdoors in varying weather conditions (heat, wind, rain, humidity).
- Capability to lift, carry, and move sailing equipment (up to 50 lbs).
- Ability to remain active and on feet for extended periods during instruction and events.
- Ability to execute emergency on-water protocols and capsized boat recovery as per Sail Canada standards.
- Must be in a healthy physical condition required to safely operate a coach boat and demonstrate sailing skills for 8 hours per day in varying weather conditions.

## Compensation & Benefits

- **Competitive Wage:** Starting at \$23 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, Crewing opportunities with members.
- **Networking:** Opportunity to work at one of Canada's premier freshwater sailing venues.

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## How to Apply:

Please submit your resume and cover letter to [manager@kingstonyachtclub.ca](mailto:manager@kingstonyachtclub.ca). Please indicate "Head Instructor Application" 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](mailto:manager@kingstonyachtclub.ca) 613-548-3052