



Community Sailing Manager

Endeavour Community Sailing, is a dynamic, growing program located in Bermuda creating opportunities for learning STEAM through Sailing both on and off the water. Endeavour inspires youth to experience the joys of sailing through supportive and fun instruction.

We are seeking a dedicated, enthusiastic and experienced Community Sailing Manager to co-lead a new and impactful charity in Bermuda.

Essential responsibilities:

- Managing the duties and responsibilities of both Coordinators and Program Managers.
- Managing the club development program.
- Provide mentorship and guidance to the operational team.
- Lead responsibilities for Human Resources and Staffing needs, including Staff appraisals and performance.
- Oversee overall safety procedures and operational procedures are to best practice and the program is kept to a high standard of delivery.
- Support the treasurer and finance committee in delivering a stable operation.
- Work with the program development officer in delivering general program management. Including Curriculum, modules, resources and assets.
- Oversee full operation of all asset and facilities owned or in use by the program.

Required Experience

- Proven experience in leading and operating a safe and engaging sailing / recreation-based educational program, consistently delivered at multiple training centres.
- Experience with current experiential learning techniques and best practices.
- Experience in delivering and overseeing a Science, Technology, Engineering, Arts and Math curriculum, specifically tailored to Bermuda's education policies.
- Minimum of 5 years of experience in successfully delivering a sailing / recreation-based educational program to youth, preferably upper-primary and middle-school ages.
- Minimum of 5 years of experience with communicating and effectively managing a team of qualified sailing instructors
- Excellent leadership, administrative and team-building skills.
- Managing the procurement, maintenance and inventory of assets and facilities.
- Working with committees and reporting to the board of directors.

Required Qualifications

- RYA or US Sailing Senior Sailing Instructor or assessor based qualification.
- Marine First Aid qualification
- RYA Safety Boat Certificate (covering rescuing)
- RYA or US sailing Powerboat Qualifications
- Powerboat Instructor Qualification
- VHF Radio Operators Course Completion – SRC VHF
- Proficient in Microsoft Word, Excel & PowerPoint

Interested candidates are encouraged to submit applications including a cover letter and resume to admin@endeavourprogram.com or via mail to Bermuda Executive Services, Cedar House, 3rd Floor, 41 Cedar Avenue, Hamilton HM 11. Tel: 296-5627

Closing date: September 21, 2017