



## Club Development Officer

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 Club Development Officer to join us and be responsible for coordinating and overseeing the delivery of club based programs in Bermuda.

### Essential responsibilities:

- Report to the Community Sailing Manager
- Oversee the coordination and delivery of the community development program to provide a pathway for graduates of the Endeavour Program with local yacht clubs in Bermuda, including; WESC, SPBC, SBC, EEMYC, MASBC, StGSDC, RHADC, RBYC and others as assigned.
- Assist in engaging local sailing clubs to support further opportunities for local youth sailors outside of the Endeavour program.
- Source and set up pathways for retention of local youth sailors and administrators (race management, volunteers, etc.)
- Work closely with the Program Development Manager whose responsibilities; contacts and experience will complement your role.
- Assist with the current Teacher Training program including preparation in schools before attending water-based lessons.
- Assisting with fund raising and program budgets for basic club development.
- Managing temporary staff and training programs for nominated clubs.
- Other duties as assigned by Endeavour and Waterwise from time to time.

### Required Experience

- Minimum of 1 year of experience in successfully delivering a sports / recreation-based club program to youth, preferably upper-primary and middle-school ages.
- Minimum of 1 year of experience with communicating effectively with students as well as with parents.
- Demonstrable experience in managing the procurement, maintenance and inventory of equipment.
- Demonstrable experience in managing annual budgets and basic bookkeeping.

### Required Qualifications

- RYA or US Sailing Senior Sailing Instructor
- Marine First Aid qualification
- RYA Safety Boat Certificate (covering rescuing)
- RYA or US sailing Powerboat Qualifications
- 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](mailto: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