ENDEAVOUR COMMUNITY SAILING • REGISTERED CHARITY **#977**
'Education through Sailing'

Endeavour Community Sailing invites applications for the full-time position of

Operations Manager

Reporting to the Board of Directors, the successful applicant will be an experienced, highly motivated professional, passionate about youth sailing and growing participation in the sport with a strong background in sailing instruction and sailing centre operations.

Responsibilities will include:

- Working collaboratively with the Endeavour Management Team and Board to fulfill the mission of the organisation
- Supervising, mentoring and supporting instructional staff for curriculum planning and implementation at two locations; always ensuring high-quality programme delivery
- Ensuring effective staff coverage as required, filling in as necessary
- Leading the maintenance schedule for sailing and safety fleets, hardware and all facilities
- Overseeing safety management across facilities and operations ensuring safety protocols are implemented to best practice and programme delivery is kept to a high standard
- Developing an annual operations budget, operational expenses and payables, and actively manage compliance to fiscal policies and required reporting
- Supporting all events, sponsor engagements and community outreach activities
- Providing regular strategic and operational updates to the Board ensuring that they are kept fully informed of successes, challenges and adherence to budget and plan

Essential Qualifications, Skills & Experience

- Bachelor's degree or higher
- RYA or US Sailing Senior Instructor, Powerboat instructor, Marine First Aid (or equivalent)
- RYA Fun & Safeguarding or US Sailing SafeSport Certification (or equivalent)
- Minimum of 5 years' management experience at a sailing centre, preferably leading a team of youth sailing coaches/teachers
- Demonstrable experience and proven success teaching Science, Technology, Engineering, Arts, and Math (STEAM) through Sailing curriculum
- Demonstrated knowledge of boat maintenance including; basic engine and rigging with experience in operating, managing and maintaining sailboats, sail equipment, powerboats and docks
- Proven ability to effectively manage financial operations and procurement functions
- Excellent communication and presentation skills, proven ability to effectively engage a wide range of audiences and stakeholders
- Strong organisational, problem-solving, multi-tasking, decision-making and project management skills
- Proficiency in Microsoft Office Suite, web navigation, and social media applications

Endeavour Community Sailing maintains a drug-free work environment and reserves the right to perform pre-employment criminal background checks and random drug tests.

Interested applicants should apply in writing and submit two professional written references to:

Ontru: Human Resources – Endeavour Community Sailing
20 Church Street, 2nd Floor, Suite 205, Hamilton, HM 11
Or email hr@ontru.bm

All applications must be received no later than:
February 8, 2019

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