



POSITION: PROGRAM MANAGER

The **Disabled Sailing Association of Ontario (DSAO)** was established in 1999 to offer individuals with disabilities affordable access to sailing. The Queen's Quay Disabled Sailing Program (QQDSP) was established at the Toronto Harbourfront as a chapter of the DSAO to serve the more than 100,000 disabled people living in the Greater Toronto Area. It is Canada's largest disabled sailing program. For more information on the DSAO and QQDSP, visit www.disabledsailing.on.ca.

We are currently looking for a dynamic individual for the position of **Program Manager**.

Duties and Responsibilities

You will be responsible for all aspects of the program's operations, ensuring the program has a safe, clean and welcoming environment for association members, and implementing policies and procedures consistently. While overseeing operations, you will strive to maintain the high standards of member service in accordance with the program's philosophy.

This position includes a wide variety of duties. The Program Manager

1. Oversees all aspects of the Queen's Quay Disabled Sailing Program (logistical, administrative, and financial),
2. Under the direction of the Operations/ Staff Manager, coordinates all aspects of day-to-day program operation,
3. Is responsible for safe and enjoyable sailing bookings, including on-time departures and returns, proper instruction and assistance to members and volunteers, ensures all equipment is provided in good working order, assists with embarkation and disembarkation, enforces sailing procedures and evaluates weather conditions, monitors radio communications, operates the coach boat and assists with on-water problems,
4. Acts as Safety Officer onshore, fills out WSIB forms and accident reports as needed, and coordinates the safe operation of the program
5. Assists with fundraising and handling donations, including "in-Kind Donations" for regattas and special events, volunteer appreciation and long-term volunteer service awards,
6. Assists with rigging the boats, general housekeeping and upkeep of facilities,
7. Provides orientation for new members, volunteers and visitors,
8. Manages bookings, statistics and other administrative duties (including balancing petty cash and keeping a detailed spreadsheet of all expenditures, and recordkeeping such as staff hours, volunteer hours, etc.),
9. Prepares the work schedule for each staff member,
10. Coordinates sailing instruction classes, regattas, special events and outreach programs,
11. Coordinates general operations including staff meetings, member and volunteer communications, day-to-day communications with Harbourfront and other affiliated organizations,

Qualifications

- Excellent social, communication and organizational skills
- Excellent computer literacy (MS Word and Excel)
- First Aid certification life-saving qualifications



Queens Quay
Disabled Sailing Program

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- Previous experience working in a volunteer organization and working with people with disabilities
- Previous experience with sailing an asset

Salary: \$16 per hour

Duration: May 15–September 15, 2012 (Wednesdays to Sundays, 11 a.m–7p.m.), 40 hours a week (no weekends off)

Location: Harbourfront, downtown Toronto

If you are a motivated self-starter and team leader with excellent communication skills, have the required experience along with genuine people skills and are looking for an outstanding and rewarding opportunity, we invite you to send a detailed resume in Word or .pdf format, with references, to mdeurvorst@rogers.com.