



McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

Postal Address: P.O. Box 20, McCrae, Vic. 3938

690 Point Nepean Road, McCrae, Vic. 3938

Club House Telephone: (03) 5986 1361

Sailing for Schools Manager - Position Description

Overall Roles and Responsibilities

The Sailing for Schools Manager role is to co-ordinate all aspects of the Sailing for Schools Program for both Primary and Secondary schools with a view to enabling students of all levels and abilities to experience sailing and water safety activities at McCrae.

Responsibilities

The specific responsibilities of the Sailing for Schools Manager position include:

1. Promote the program to Primary and Secondary Schools in order to broaden the number of students experience sailing and water safety activities
2. Liaise with clients on all aspects of their visit to the Club including contracts and payments.
3. Arrange for qualified staff to run the programs and arrange for payment of the staff.

Reports

The position reports to the Training Centre Principal.

Authority to Act

The General Committee has delegated the following authorities to this position:

- Appoint Sailing for Schools Head Instructors
- Arrange staff payments
- Arrange invoices to clients immediately after each program
- Arrange the cleaner to clean before and after each program if required

Appointment Process

The Sailing for Schools Manager is appointed by the Training Committee.