



## **Northern Yacht Club Manager**

### **Job Description**

- ▶ **The Club Manager shall be responsible for the profitable and professional operation of the Northern Yacht Club in accordance within the Rules, Guidelines and Operational Objectives as established by the Executive.**

### **Responsibilities:**

- ▶ Is responsible for directing all Club processes and personnel to ensure efficient operation of the Club's functions and activities.
- ▶ Will use independent judgment, within the parameters of established Club bylaws and policies, for all decisions affecting Club Operations and Personnel.
- ▶ Is responsible for Managing all administrative and accounting processes using accepted accounting guidelines, including maintaining licenses and records.
- ▶ Is responsible for managing all NYC assets, inventory and property.
- ▶ Is responsible, in conjunction with the Vice Commodore, for the hiring of NYC Staff.
- ▶ Is responsible for the training, direction and performance of NYC Staff.
- ▶ Is responsible for professional and accurate Communication on all issues that require the attention of the Commodore, the Executive, the Officers, or the Employees of NYC.
- ▶ The Club Manager shall support NYC Officers in their activities and work with the Executive to promote NYC, it's Community profile and increased Membership.

### **Reporting:**

The Club Manager will report to the Commodore but will work through the Vice Commodore for Bar Operations.

### **Prerequisites:**

-Previous experience in a Supervisory or Management role, preferably in the Hospitality, Service or related Industry.

-Proficiency in Basic Computer skills, specifically Word, Excel, and Accounting Software and ideally more extensive.

-Administrative, Asset Management or Bookkeeping experience, preferably in a Cash or Retail environment

### **Salary:**

Commensurate with experience and qualifications

### **Applications:**

Can be submitted via email: [contact@northernyachtclub.ca](mailto:contact@northernyachtclub.ca) or hand-delivered to:  
Northern Yacht Club, 27 Seaview Drive, North Sydney, Nova Scotia Att'n: Recording Secretary.