

JOB TITLE: Regatta Manager

JOB SUMMARY: A professional position that oversees the successful planning and execution of CLUB hosted sailing activities for adults and juniors and that will foster and encourage all aspects of yachting and specifically, CLUB's reputation of sailing excellence.

BENEFITS: Life, Medical, Dental, 401(k)

TIME REQUIREMENTS:

Extensive flexibility in terms of both days and hours worked on a daily and weekly basis including on-site management for CLUB regattas including US SAILING events and class championships hosted by CLUB. Regatta Manager will also provide management of other CLUB events as required to develop and coordinate volunteer committees and event requirements. Attend CLUB staff meetings and committee meetings as required.

GENERAL STATEMENT OF DUTIES:

The Regatta Manager is responsible for the publicity, personnel, equipment, conduct and fiscal management of sailing events hosted by CLUB. The Regatta Manager works with governing bodies, event chairs, committees and volunteers appointed by the Commodore and other committees, in addition to the Race and Protest Committees and Event Chairs for club events.

The Regatta Manager's job involves a high degree of contact with adult membership in a service, management, and consulting format. It should also be a goal for the Regatta Manager to develop professionally as a leader in race administration and sailing program management locally and nationally in accordance with guidelines published by the national governing body of the sport, US SAILING.

MAJOR DUTIES:

1. Prepare annual race budget. Provide input on annual sailing event budgets.
2. Collaborate with Calendar Chair to develop calendar of sailing events for club.
3. Insure proper maintenance and registration on all R.C. vessels and race management equipment.
4. Approve equipment and supply purchases for regatta activities within budget.
5. Establish supervision and management of all CLUB racing activities in collaboration with RC Chair and PRO for event.
6. Encourage and promote widespread member involvement in race committee activities.
7. Responsible for dissemination of notice of race and registration information, sailing instructions, and publish race results in a timely fashion.
8. Manage Competition Funding applications, documentation and process funds for completed events.
9. If requested, provide management guidance and support for Junior program staff, structure, discipline, events, curriculum, equipment and facilities.
10. Oversee and contribute website content for all regatta events hosted by CLUB
11. Develop training programs and material to keep all phases of the volunteer Race Committee educated.

EXPERIENCE:

Applicant should be experienced in sailing, sailboat racing, powerboats and have at least some experience in Event or Regatta Management. Applicant should have knowledge of US SAILING and the various services, events and structure of this organization. They will need to be computer literate in word processing, spreadsheets and data bases, possess excellent communication and mediation skills, planning, organizational and systemization skills and teaching skills. Applicants must be enthusiastic, diplomatic, accurate, flexible, trustworthy, self motivated, able to take initiative and follow through.

Updated 4/06