Job Description and Task Outline:

General Description:

The Summer Director reports directly to the Sailing director and the ASA Board of Directors.

The Summer Director shall endeavor to attend all Board meetings and give a monthly update of the business of the Association.

The Summer Director shall provide administrative support for all activities and programs of the Alberta Sailing Association.

**Financial duties:**

-Keep accurate banking records

-Administrate online payments

-Make deposits when required

-Ensure regular invoicing and collection of outstanding monies

-Membership invoicing to Clubs and transfer of funds to Sail Canada

-Ordering materials from Sail Canada and selling materials to member clubs if needed

**Administrative duties:**

-Answer all incoming calls and emails

-Respond to all inquiries regarding programs, training and sailing.

-Regularly communicate with all Clubs.

- Send out materials as required

-Update webpage and sailing calendar

-Updates instructor/coach/official certifications and prerequisites on the Sail Canada database as required

-Update the NCCP locker on a regular basis

-Enter/update Club members into Sail Canada database

-Facilitate proper insurance coverage/renewal for all equipment

-organize volunteer roster for casino.

-Search for applicable grants on a regular basis

-Make sure staff has proper records in place (Police check, drivers license abstract)

-Keep accurate payroll and payroll remittance records

To qualify for this role, you should have the following prerequisites

strong relationship building and management skills

design and implementation of effective programs

active involvement in amateur sports or fund raising/sponsorship

excellent communication skills (verbal and written)

a recognized post-secondary education degree, diploma or certificate.

We are looking to hire someone that studies sport-management to help us update the way our association works