

Chester Yacht Club – Head Coach Job Description



Head Coach – Job Description (2026 Season)

Position Overview

Chester Yacht Club (CYC) is located in the beautiful Mahone Bay area of the South Shore of Nova Scotia and has a long history of passionately delivering a sail training program that is committed to supporting sailors of all interests and abilities. Our mission is to foster a lifelong love of sailing through engaging our sailors in safe and fun on-water experiences. CYC is seeking a Head Coach to help lead our 2026 LTS program. The Head Coach plays a pivotal role in ensuring the delivery of high-quality programming, mentoring coaches, and enhancing the overall experience for all sailors.

Job Requirements

- Minimum CANSail 3 or equivalent training certification
- Registered CANSail Membership as a coach with proof of insurance
- Current certification in Emergency First Aid/Lifesaving
- Pleasure Craft Operator Card (PCOC)
- VHF Operator Certificate
- Safe Sport Canada

Terms of Employment

- Part-Time: Interviews (Feb), registration review (Feb-May), orientation (June)
- Full-Time: 29th June 2026 to 31st August 2026
- 08:30 – 16:30 Monday to Friday for the term of the contract.

Remuneration

Hourly paid employee; salary commensurate with education and experience; bonus based on achievement of pre-set goals. We encourage applications from Indigenous Persons & Newcomers to Canada.

Key Accountabilities

- Lead a team of coaches to deliver a high-quality, safe experience

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- Supervise and mentor staff members/coaches
- Communicate and collaborate with key stakeholders
- Ensure all equipment is maintained in safe working order
- Promote CYC Sailing events

Specific Responsibilities

- Assist LTS Director with student placement
- Lead a staff of 10–11 instructors: hiring, payroll, performance management
- Communicate effectively with sailing staff to implement program goals
- Supervise coaches in teaching CANSail program
- Oversee coaches' records of student progression and evaluations
- Liaise with LTS Director on employee issues
- Lead event planning (OptiJam, Junior Fundraiser, Isabel's Cup)
- Attend all CYC-sponsored events
- Perform additional duties as requested
- End of Season Report by 30th September 2026

Application Deadline

5th February 2026

To apply please email your résumé and short cover Letter to learntosail.cyc@gmail.com. All inquiries to be submitted to the same email address.

Interviews will be held on an ongoing basis, and no later than 15th February 2026.

All offers will be contingent upon a successful Police Background Check (Vulnerable Sector Screening).

We thank all applicants, however only those considered for an interview will be contacted.