

JOB OPPORTUNITY WITH NATIONAL YACHT CLUB



Position Title: Administrative Assistant/Receptionist

Reports To: Senior Manager- Membership Services

Job Status: Full-time, seasonal (May-August with opportunity for early start in April and later finish into September)

Hours/Week: 40 hours/week

Compensation: \$19 per hour, free parking, 50% off meals, weekends and holidays off

JOB PURPOSE:

The Administrative Assistant/Receptionist is an integral, full-time seasonal role at National Yacht Club responsible for overseeing the day-to-day activities of the office, support the office staff, and is the immediate contact for members by email, phone, and in person. The incumbent demonstrates a strong work ethic, can learn quickly, can work well independently, can multi-task, has a dedication to customer service, and will help to maintain and grow National Yacht Club through its mission, vision and values. The incumbent reports directly to the Senior Manager, Membership Services and has a strong working relationship with staff including the General Manager & Chief Operating Officer, Programs & Marketing Manager, Food & Beverage Managers, Accountant, Marine & Yard staff, and Site Manager.

PRIMARY DUTIES & RESPONSIBILITIES:

RECEPTION

- Answer all incoming phone calls during office hours, and return voicemails promptly
- Answer emails promptly, or send to appropriate staff member to answer
- Administer Weeknight Cruising Program
- Ensure office phone tree system is up to date for upcoming events and hours of operation
- Greet all members in person who enter the office, and answer or direct their inquiry
- Process sales for regalia and event registrations
- Answer calls from front gate, assess callers, and open gate when appropriate
- Other duties as assigned

CLERICAL

- Become familiar with Club software, Jonas, and perform database administration
- Assist Accountant with various tasks
- Assist with the process of all membership applications, program registrations
- Maintain insurance forms, gate card system, haulout forms
- Assist with office supply inventory
- First Aid kit maintenance
- All filing, any mailings, pricing and organizing regalia
- Track member volunteer hours
- Process payments, perform cash outs, and other duties assigned by Accountant
- Other duties as assigned

MARKETING & EVENTS

- Assist with Weekly Update email to members through Jonas
- Ensure poster boards and TV's are updated with event information
- Work at some Club events and regattas when required
- Other duties as assigned

SKILLS & QUALIFICATIONS:

- Excellent customer service
- Ability to use Microsoft Office Suite
- Experience with Jonas would be considered an asset
- Full-time availability May to August required. Opportunity to begin part-time in April and part-time in September considered an asset
- Ability to work on own with little supervision

PREFERRED SKILLS & ATTRIBUTES:

- Ability to work independently and in group settings
- Flexibility in working schedules
- Excellent customer service
- Ability to problem solve and multi-task

ABOUT NATIONAL YACHT CLUB:

National Yacht Club boasts a long and successful history, full of tradition, and helped shape the Toronto waterfront as we know it today. The Club was established in 1890 and is an inclusive and active boating community. Private dining and patio, social events, racing and cruising, sailing lessons – something for everyone at NYC.

HOW TO APPLY:

Qualified applicants should send their cover letter & resume to: membership@thenyc.com no later than March 13, 2026. No phone calls please.

National Yacht Club is an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact National Yacht Club directly at 416-260-8686 or manager@thenyc.com.