



Position Description: Administrative Coordinator

Founded in 1965, Wayzata Yacht Club (WYC), is located on Lake Minnetonka and oversees one of the largest sailboat racing programs in the United States. Our Lake Minnetonka racing programs include over 65 races each season, conducted primarily on keelboats with participation of up to 130 boats for evening races.

WYC also sponsors racing in the Apostle Islands of Lake Superior via our Apostle Islands Station (AIS) in Bayfield, WI. This big boat schedule includes both buoy and off-shore sailing. In addition to liquid water racing, WYC also supports the first organized snow kiting fleet in the United States.

WYC is home to more than 600 members and is dedicated to providing and promoting an affordable variety of high quality, competitive racing, advance the sport of sailboat racing and support other racing programs. We strive to have a diverse membership of sailors of all ages, who share a passion for sailboat racing.

The Administrative Coordinator is responsible for overseeing the management of WYC in partnership with the Marina Manager, and the Board of Directors. Duties include, but are not limited to:

Record Keeping

- Maintain membership records – members, partnerships, and mooring priorities
- Prepare invoices, via Quickbooks; and collect and deposit mooring fees
- Prepare invoices, via Quickbooks; and collect and deposit membership dues
- Notify members of dock assignments
- Assist in the preparation of log book, including coordination with design and fulfillment.
- Prepare and distribute membership packets –NOR/SI, parking, etc
- Coordinate club house rental
- Assist Social Committee with social activities
- Collect rent from apartment
- Assist with the preparation of member elections
- Perform functions of an HR Generalist – recruitment, interviewing, payroll processing, and maintenance of employee records, etc.
- Prepare financial reports as requested by the Board of Directors.

Relationship management.

- Develop and implement promotions strategies to attract and retain members
- Assist in the development of promotional material to promote club activities such as social events, regattas, and educational opportunities
- Maintain strong relationships with the board of directors, standing committees, members, civic and community leaders, the business sector, and partner and allied organizations.
- Represent WYC at community events.



WAYZATA YACHT CLUB

Banquet

- Coordinate with social committee –venue selection, reservation, mailings, room layout, and table set-ups.
- Support preparation of banquet booklet
- Set-up awards displays
- Tear down awards displays as needed

The ideal candidate for the Administrative Coordinator position will have:

- Proficiency in QuickBooks accounting software or similar
- Proficiency in Microsoft Office applications, including Outlook
- Proficiency in record keeping
- Experience with ability to work with a Board of Directors
- Excellent program management and organizational skills
- Provide excellent customer service
- Ability to provide leadership to volunteers and staff of partner or outside organizations
- Experience in hiring, training, and managing 10-15 part-time staff
- Demonstrate skill in developing effective marketing, public relations, and other communication messaging
- A comfort with, and affinity for, becoming the public face of an organization
- Excellent oral and written communication
- A valid drivers license with insurability at normal risk rates
- Eligible to work in the United States
- Comply with Federal, State and Local rules and regulations

The compensation package is competitive and attractive based on experience and qualifications.

Interested parties are invited to apply by submitting their resume to hr@wyc.org