

JOIN OUR CREW

OFFICE ADMINISTRATOR

Summerland Yacht Club

13209 Lakeshore Drive South Summerland, BC V0H 1Z1



PAY

\$25-\$30 per hour

SCHEDULE

Seasonal hours

WORKPLACE

On-site at the clubhouse

Come aboard and help keep our Club running smoothly from shore.

Summerland Yacht Club is looking for a friendly, organized, and detail-minded Office Administrator to support our members, Board, and day-to-day club administration. This is a great opportunity for someone who enjoys helping people, keeping records shipshape, and working in a welcoming waterfront community. You do not need to be a sailor, but an interest in boating or yacht-club life would be an asset.

The Role

As our Office Administrator, you will be the first point of contact for many members and visitors while providing dependable administrative, bookkeeping, payroll-processing, and communications support. You will work within established Club procedures under the direction of the Vice-Commodore and, for financial matters, the Treasurer. This is an administrative support position with no employee-management responsibilities.

What You'll Do

- Welcome members and visitors, respond to routine phone, email, and in-person inquiries, and direct more complex matters to the appropriate Club officer or director.
- Maintain accurate office files, member records, directories, email lists, parking passes, keys, and access-fob records.
- Receive and process membership information and assist with newsletters, notices, agendas, minutes, website updates, and other Club communications.
- Maintain current proof-of-insurance documents for boats in the basin, including guest-moorage requests, and follow up on missing or expired documents.
- Complete routine bookkeeping in QuickBooks, including billing, invoices, dues, payments, deposits, petty-cash records, and approved payment processing.
- Process approved timesheets and payroll and prepare routine payroll, ROE, T4, WorkSafeBC, Employment Insurance, reconciliation, and financial reporting information for review.
- Maintain point-of-sale and gas-bar transaction or inventory records and provide employees with procedural assistance when needed.
- Coordinate authorized vendor service, supplies, deliveries, and office-system support, and provide administrative help for Club events and regattas.

What You'll Bring

- Experience in office administration, bookkeeping, customer service, or a membership-based organization.
- Strong organization, attention to detail, and the ability to keep several priorities on course.
- A friendly, professional communication style and a genuine enjoyment of helping people.
- Working knowledge of QuickBooks or similar accounting software and experience with routine bookkeeping and payroll processes.
- Comfort with Microsoft Office or comparable software, email, databases, websites, and point-of-sale systems.
- Sound judgment, discretion, and care when handling confidential member, employee, payroll, and financial information.
- The ability to work independently within established procedures and ask for direction when needed.
- Experience in a yacht club, marina, recreation facility, or boating environment is an asset, but not required.

Hours and Compensation

- Compensation: \$25-\$30 per hour, depending on experience and qualifications.
- March through October: Monday to Friday, 9:00 a.m. to 3:00 p.m. onsite office hours
- November through February: Flexible approximately 6 hours per week - remote possible
- Occasional authorized evening or weekend hours may be required during peak periods, meetings, or special events.

Why Join Summerland Yacht Club?

You'll work in a unique lakeside setting, get to know an engaged community of members, and play an important behind-the-scenes role in keeping the Club organized, welcoming, and ready for the season. If you are the kind of person who likes a tidy ledger, a helpful conversation, and seeing everything safely in its proper berth, we would be pleased to hear from you.

HOW TO APPLY

Please submit your resume and a brief cover letter to
jobs@summerlandyachtclub.com

Summerland Yacht Club welcomes applications from qualified candidates and values a respectful, inclusive workplace.