Dundee Sailing Club

Role Title: **Officer of the Week**

Communication with: **Safety Boat Driver and Crew, sailing members and external bodies as required**

Role Purpose:

To coordinate sailing activities ensuring all those who sail have the best experience possible in a safe environment.

Key Duties:

- ***Act as point of contact for members, visitors and external bodies about sailing events, club operational issues during week of duty.***
- Open and close building and compounds or arrange for it to be done for all events taking place that week
- At sailing sessions ensure any new members or visitors are welcomed, shown around premises and assigned a boat, checking that the Helm is competent and comfortable in being responsible for individuals
- At sailing sessions liaise with safety boat crew to agree destination, activities, timings, conditions and number of boats on the water and ensure a risk assessment has been carried out
- Organise efficient boat launching and recovery with quad bike available if required
- Ensure all boats including safety boat are properly stored and dinghies tied down
- Check fuel store to ensure sufficient fuel is maintained to cover all planned activities.
- Buy fuel from garage, including normal fuel for quad and lawnmower, using Dundee Sailing Club fuel card. Provide Treasurer a record of purchases
- Buy two stroke oil as needed and add two stroke oil to Safety Boat fuel tank mix

Skills Required:

Excellent communication and organisational skills.

Time Commitment:

Available on rota basis to take responsibility for a calendar week Monday to Sunday, focussed on sailing events