



TRAINING MANAGER

DUTY STATEMENT

Purpose

Coordinate the operational delivery of the PSYC Sailing Academy and associated training programs, ensuring participants receive a professional, safe and enjoyable learning experience.

Primary Responsibilities

- Coordinate the scheduling and administration of all Sailing Academy programs.
- Manage participant registrations, enquiries and course communications.
- Coordinate instructors, coaches and volunteer support personnel.
- Prepare course resources and ensure equipment is available for each program.
- Assist with promotion of training courses in conjunction with the Director Marketing & Sponsorship.
- Maintain participant records and monitor course attendance and completion.
- Coordinate follow-up communication encouraging participants to continue their involvement through membership and Club activities.
- Assist the Director Training in developing new courses and participation pathways.
- Monitor participant feedback and recommend continual improvements to training delivery.

Key Relationships

Works closely with the Director Training, Vice Commodore, instructors, Australian Sailing and course participants.