

**For the coming season October until March
In Cape Town – the world’s Kitesurfing Capital
The Mekka of Wave Kitesurfing**

Cape Town, Sunset Beach

KITEKAHUNAS - Advanced Kitesurfing School - located in Sunset Beach, Cape Town (Blouberg), offers

- 3 weeks **Kitesurfing Beginners Crash Courses (A+B+C+D Course)**, which will make beginners within 3 weeks to fully independent kitesurfers, and
- 1-2 weeks **KITEKAHUNAS Wave Kitesurfing Course W**, including 2-4 days of private lessons for wave novices, during the other days students will train in a group under supervision on our KITEKAHUNAS WAVE CAMP (please note our wave kitesurfing video course on Youtube or our website “**KITEKAHUNAS – LEARN WAVE KITESURFING**”)
- 2 weeks **KITEKAHUNAS Wave Camps** for existing wave kitesurfers. Camp participants join our famous wave kitesurfing downwinders and ride under supervision by a **Wave Kitesurfing Guide/Coach** in a group of like-minded people where they can improve their wave kitesurfing skills, have fun together and get to know many famous beaches along one of the most popular downwind stretches of Cape Town.

Our customers are mainly from Europe, America and South Africa. Our season is six months long, from beginning of October until end of March. More information on www.kitekahunas.com

We are looking for at least one

Manager - Kitesurfing School & Kitesurfing Guesthouse

Assistant Manager – Kitesurfing School & Kitesurfing Guesthouse

on a freelance / contractor basis, starting on: 1st of October or later

working during our season (maximum of 6 months; due to visa regulations) until 31st March.

We offer a long-term position, provided that you show good or excellent performance. With this you can return to Cape Town every “north hemisphere winter” to South Africa’s summer and reliable wind and waves season. Your salary will increase every year.

You will guide marketing and operational and administrative tasks of the school. You will also help to manage our new luxury guesthouse, assist with checking in students, selling courses, accepting payments, all day-to-day operational tasks, planning of the day, help to keep the school room tidy, also by guiding our cleaning staff, our Instructors and our Intern, check-out equipment for students, assist in all marketing related tasks.

You come ideally from a hospitality/hotel/guesthouse background or similar. You are used to high performance, also when you work under pressure. You are organised, friendly, flexible, and ready to help wherever help is needed. Then this is the perfect job for you!

It is out of advantage if you have helped in managing a watersports school or station or guesthouse or hotel before, or if you come from the hospitality industry. This job is great for someone who loves to work with many different customers from all over the world, who can perform a variety of tasks in a quick manner, who has the attention to detail and is used to work in a professional administrative environment.

We expect that you stay professional and friendly to our customers and loyal to the company at all times. Most of our customers come from overseas, you must be fluent in English (verbal/writing), and German or other languages are of advantage. **We look for somebody long-term, and this job will give you the opportunity to escape European winters every year.**

The task are more specifically:

- Help leading the entire team, instructors, interns, drivers, cleaners, etc.
- Assist the manager in all kitesurfing and guesthouse related operations
- Conduct and lead regular team meetings
- Sales work: Hand over enquiries by potential customers to the manager
- Assist in all daily operations of the school and of the guesthouse
- Book in/check-in new customers into our new guesthouse,
- Check-in students, issue invoices, accept payments, do the paper work with them, handing them over to the instructors
- Follow up with instructors to ensure they have done their students reports
- Decide on a day-to-day basis about the programme of the day together with the manager, in the morning (dependent on wind and swell) and advise instructors / inform students.
- Assist in all marketing related tasks for KITEKAHUNAS. In particular online marketing and new/social media marketing.
- Sometimes create ads, flyers, posters ... with Photoshop or Corel Draw (a basic knowledge of these software programmes is important; if you do not have these skills, you will need to be ready to learn.
- Supervise the maintenance of our schooling equipment (kites, bars, boards, radios and helmets), daily course briefings, keep and check time sheets for our staff, so that things are always in good order, and to guide our staff in this respect.
- Help to keep our school rooms tidy, do inventory checks, keep gear in good order etc.
- help to supervise our Intern “Online Marketing” on the following tasks / or take over these tasks:

- photo shoots and compilation of photos for our students to take home.
- photo and video shoots and prepare photos/video feedback for our instructors.
- online marketing in forums, web sites, Google AdWords/ Facebook, Instagram
- newsletter marketing.
- continuous improvement of our offering and positioning.
- interviewing of guests after their courses with us to collect their feedback.
- obtain and compile reports from guests for our Facebook page.
- sometimes creating ads, flyers, posters ... with Photoshop or similar.
- Other

You should ideally have the following skills, or readiness to acquire these skills before or at the beginning of your job:

- Experience from the hospitality industry / hotel / guesthouse / kitesurfing station / restaurant or similar
- You should be at least 24 years old and have a proven track record in a similar position or in the hospitality sector
- A very accurate work style, attention to detail.
- Be able to work in a professional environment and perform well under time pressure
- Be flexible and loyal to the company/ management of the school
- MS Word, Powerpoint, Excel, basic skills
- Photoshop or a similar image editing programme, basic skills
- Editing of self-produced movies, basic skills will be of advantage
- Dreamweaver (HTML web sites editing), basic skills will be of advantage
- Experience in social media marketing (Facebook).
- Good verbal and written communication skills (other languages are out of advantage)
- Drivers licence
- You don't have to be a kitesurfer

The salary will consist of accommodation in our luxury guesthouse, a base package and a performance related portion (e.g. sales commission for helping selling courses, wave camps, and equipment to our customers).

Depending on your skills and performance expect a salary between R 20 000 - 30 000 pm.

We work all days during season (so there are no week-ends, no public holidays and no holidays), off-time are only no-wind-days.

About Cape Town / South Africa

Cape Town is the world's kitesurfing capital. Undoubtedly the best place for kitesurfing, and most of the world's kiteboarding Pro's are training here during our season. There are also lots of social activities among kitesurfers and competitions to meet them.

Apart from kitesurfing, Cape Town is one of the world's top holiday destinations with

hundreds of attractions to visit, hundreds of things to do, beautiful people and a sizzling nightlife. Cape Town has received many prizes, like “best place to visit in the world” or “top holiday destination of the world”.

Please send your application, together with your CV and preferably with your references to mail [at] kitekahunas.com

Please expect the following living expenses:

[Living expenses in Cape Town >>](#)