



Head of Sailing

Job Summary (Essential Functions)

Manage all sailing activities at the Waegwoltic Club. Deliver sailing lessons and activities that are safe, enjoyable, and appropriate to the member-boaters' ages and abilities. Assist in the management of the physical operation of the waterfront's facilities and equipment.

Reports to: Program Manager, CEO.

Supervises: Youth & Adult Sailing Instructors

Job Knowledge, Core Competencies and Expectations

- Excellent communication skills.
- Friendly, approachable and able to relate well with children and teenagers.
- Positive role model for students and instructors.
- Have a love of sailing.
- Skill and experience relating to and communicating with parents and other volunteers.
- Evening & Weekend work required.
- Knowledge of and ability to perform required role in emergency situations.

Job Tasks/Duties

- Work with the Program Manager to organize, manage and oversee all aspects of the sailing department.
- Promote member interest and satisfaction with the high quality programming in all areas including: adult, junior and race.
- Develop and implement policies that maximize the safety of program participants.
- Assist in developing the teaching curriculums for the junior and adult lesson programs and review with the Program Manager
- Review the hour/sessions for each level of instruction and make recommendations for revision as needed.
- Review program schedules and make recommendations for revisions as needed.
- Communicate job description information and expectations to instructors and provide ongoing support for the development of instruction techniques that are both effective and fun.
- Determine instructor assignments.

- Schedule staff and process payroll.
- Operate within budget parameters.
- Oversees maintenance of boats.
- Oversee start-up operations, including several days of staff orientation and training plus a full inspection of all boats and equipment.
- Oversee in-season day-to-day operations, including: supervising instructors, providing guidance and feedback; overseeing and approving sailing staff schedules and hours; giving instruction as necessary; keeping all boats in top operating condition; planning and coordination of racing; implementing effective inventory controls on all boats and equipment; and keeping the sailing room, office, bulletin boards, and storage lockers organized and clean.
- Prompt communication with members and other program participants.
- Organize and produce all necessary literature for various programs including club publication articles as needed.
- Meet with the Program Manager and Committee Chair as needed to solicit input and discuss the status of all aspects of the program, including staff, lessons, racing, events and equipment.
- Oversee closedown operations of the lesson programs including updated boat and equipment inventory and comprehensive repair lists.
- Provide brief instructor evaluations and a general program report at the end of the season.
- Provide complete progress reports on each student in the lesson program at season's end.
- Submit anticipated staffing and budget requirements at the end of the season for the following year.
- Performs other appropriate tasks assigned by the Program Manager and CEO.

Licenses and Special Requirements

- CAN Sail Instructor Certification
- Standard First Aid
- PCOC
- Coach Boat Safety Certificate
- Background Check

Physical Demands and Work Environment

- Must often work in a warm and humid or cool and breezy outdoor environment.
- Ability to bend, stretch, twist or reach, walk, stand, stoop, climb stairs, balance and/or crouch.
- Continuous repetitive motions.
- Physical exertion over long periods of time.
- Work in hot and humid environment.
- Push, pull and lift 50 pounds.