



community sailing center
lake champlain ; burlington vermont

Program Director Job Description

Overview

The Program Director coaches the spring and fall high school sailing team and assists the Associate Director to manage and implement all programs throughout the full program season (April –October). He/She will be in contact with parents, staff, and regatta coordinators and therefore must be friendly, courteous, and knowledgeable of the rules, regulations and operations of the Center. The candidate must enjoy working with children and adults and being on the water.

Reports to: Associate Director

Classification: Permanent, full-time position

Compensation: Salaried, Health and Dental, CTO; pay commensurate with experience

Prerequisite Skills:

Candidates for this position will have:

- Minimum 1-3 years of sailing program management (can include head instructor positions)
- Strong program and staff management skills;
- Experience developing and implementing programs and curricula;
- Ability to build and lead cohesive, successful team(s);
- Exemplary interpersonal and communication skills (verbal and written);
- Flexibility, able to balance multiple competing priorities;
- US Sailing Level 2 Small Boat Instructor Certification, First Aid Certification, CPR Certification, and Vermont Boater's License.
- Strong background in dinghy racing (including spinnaker and trapeze) and sailing keelboats.
- Experience in race management including but not limited to course management, scoring, protests, etc.
- Capable of general boat maintenance.
- Experience coaching at the high school and/or college level.
- Valid US driver's license



Responsibilities:

Program Planning and Administration

Specific oversight of the following four program areas: Youth Camps, Custom Programs, Performance Sailing, and Adult Programs. Includes the following responsibilities:

1. Program development
2. Budgeting and financial planning
3. Partner, parent, client and school relations and development.
4. Program performance, enrollment, and evaluation
5. Program administration and scheduling
6. Supervision and reporting
7. Regatta management
8. Assist in pre-season setup of boats and equipment and maintenance throughout the season
9. Manage and coach spring and fall high school sailing team and all logistics and relationships with participating schools.
10. Enforce all Center policies and improve on water safety

Day to Day Organizational Operations

1. Oversight and reporting for Custom, Adult, Youth, and Performance Programs.
2. Monitor communication and record systems for program partners and participants
3. Annual planning of Custom, Adult, Youth, and Performance Programs in partnership with Associate Director.
4. Quality control of participant experiences.

Staff Management and Development

1. Facilitate, hire, and train all program staff in partnership with the Associate Director.
2. Responsible for the scheduling and management of all seasonal instructional program employees.
3. Work with instructional staff throughout the season on personal improvement plans.
4. Work closely with the Waterfront Director to execute programs and assist with office management.
5. Responsible for staff manuals and management processes, including Safety Manual, Operations Manual, and Employee Manual.
6. Ensure all appropriate staff is trained in current program curriculum, teaching methods, and operations.

Risk Assessment and Safety Management Management

1. Implements Emergency Action Plan with all seasonal staff.
2. Provides support and direction and assumes the leadership role in reducing employee and participant injuries.



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3. Implements and conducts regular safety training programs and/or works with other directors to develop specific training goals.
4. Ensure the programs and services are systematically reviewed for considerations with health, safety, and liability issues.
5. In coordination with Operations Director identify, assess, monitor, and report risks associated with the Community Sailing Center programs.

Administration

1. Assume additional management team duties as directed including: assisting with fund raising events, contributing to the production of promotional materials, attending and/or presenting at relevant trade shows, volunteer fairs and organizations meetings as needed, assisting with office supervision and management, and intra office communications.

Additional Information

Preference given to those candidates who express a commitment to multiple years in the position and play a key role in growing our programs, coaching and developing our high school team.