



community sailing center  
lake champlain : burlington vermont

## Waterfront Coordinator Job Description

### About the Community Sailing Center (CSC)

Our mission is to encourage and celebrate the responsible use and long-term stewardship of Lake Champlain by fostering educational and recreational opportunities for all members of our community. The Community Sailing Center is unique. We are sailors, paddlers and recreation enthusiasts who share a deep passion for Lake Champlain because we live near and recreate in it regularly. We believe everyone deserves to play on, learn from and ultimately take care of Vermont's greatest natural resource, Lake Champlain.

The CSC is located on the waterfront in Burlington, VT and has been operating for 20 years. As the only Community Sailing Center in the state the CSC offers a variety of programs for youth, adult, students, and the visiting sailing and paddling enthusiast. We also host several signature events each year bringing the community together to celebrate the Lake. CSC's diverse programs range from recreational to racing, accommodating every sailor. Our fleet is composed of Open Bics, Hartley 10s, Escapes, 420's, Lasers, Sonars, Rhodes 19s, and Stand Up Paddleboards.

Beyond working at the CSC, Burlington has numerous opportunities to offer. There are several yacht clubs in the nearby towns providing racing almost daily on dinghies and keelboats. Lake Champlain is a destination for larger regattas each summer as well. If sailing in your free time isn't for you there are numerous opportunities to get outside from hiking mountains to beautiful swimming holes and biking trails there is something for everyone. Downtown Burlington is just minutes away from the CSC and supports a lively music scene with a multitude of delicious local food eateries.

### Overview

More often than not, the Waterfront Coordinator will be first contact that the user has with the Sailing Center. He/she, therefore, must be friendly, courteous, and knowledgeable of the rules, regulations, and operations of the Center. Good organizational skills are required and the ability to multi-task and work in a fun, fast-paced environment. Waterfront Coordinators work almost exclusively on evenings and weekends.

**Responsible to:** Waterfront Manager

### Qualifications

1. Current CPR and First Aid certification.
2. VT State Boater's license or out of state equivalent (available online).
3. Current CDC Concussion Training (available online, free).
4. Sailing and powerboating experience required.
5. Availability in evenings and weekends a must.
6. Comfortable handling money, phones and other administrative tasks.
7. Positive, enthusiastic and flexible attitude.
8. Ability to communicate basic information and rules to the public.

### Responsibilities-

1. The Waterfront Coordinator must have good interpersonal skills and the ability to communicate with parents, sailors, and other CSC staff and users effectively and with respect.
2. Knowledgeable of all policies of the Center and ability to enforce them to maintain a safe environment.
3. Provide general program support to Program Director, sailing instructors and the CSC renters and users.
4. Monitor users on the water, weather, and potential safety issues.
5. Able to provide on-water assistance and/or rescue to facility users and program participants.



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6. Collect and process checks, cash, and credit card payments for instruction, rental, and storage fees, and enter them into the computer database.
7. Computer competency to update database with all user data and verify payments and paperwork for program participants.
8. Perform opening and closing tasks and maintain traffic patterns in parking area during peak hours.
9. Perform additional tasks to as necessary: blog posts, mail functions, interviews, event support, etc.

### **Dates of Employment**

Applicants may apply for full-time or part-time positions for any number of the seasons listed below. Work during the spring and fall is limited. Summer employment offers the greatest opportunity for regular work hours.

Spring: May 2 – June 5 (limited hours available)

Summer: June 6 – August 28

Fall: August 29 – October 21 (limited hours available)