



community sailing center  
lake champlain ; burlington vermont

## Head Sailing Instructor & Coach 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 coaching 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. Local sailors are always interested in having new crew. 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. This position is an ideal match for someone looking to relocate to Vermont for several years with options to work other long-term season jobs throughout the winter.

### Overview

The Head Instructor coaches the spring and fall high school sailing team and assists the Associate Director to manage and teach all sailing programs throughout the 10-week summer season. The position is full-time seasonal, with an opportunity to start in the spring and work through the fall. 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. This is a fantastic opportunity for someone looking to grow in the sailing industry and make steps towards becoming a Program Director.

**Time Commitment:** Full-time, mid-April through end of October\*

\*Candidates will be considered if only available from June-August

**Responsible to:** Associate Director

### Qualifications

1. Strong background in dinghy racing (including spinnaker and trapeze) and sailing keelboats.

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2. Experience in race management including but not limited to course management, scoring, protests, etc.
3. Minimum 2 years working as a coach/instructor in a sailing program
4. Capable of general boat maintenance.
5. VT State Boater's license or out of state equivalent (available online).
6. Current First Aid/CPR certification.
7. Level 2 US Sailing Small Boat Instructor Certification.
8. Excellent organization, communication, and team management skills.
9. Experience coaching at the high school and/or college level.
10. Valid US drivers license

### **Responsibilities**

1. Coach spring and fall high school sailing team including lesson planning, regatta coordination and travel, and running all practices.
2. Assist in managing all levels of sailing courses and programs offered during the 10 week summer season.
3. Assist in staff management and pre-season training in conjunction with the Associate Director
4. Assist in pre-season setup and maintenance of boats and equipment.
5. Communicate with parents, sailors, and other CSC staff and users effectively and with respect.
6. Responsible for teaching and enforcing proper care and storage of all Center equipment and boats.
7. When scheduled, the coach will be required to act as Race Committee during Center sponsored races.
8. Required to fill out daily reports recording weather, attendance, weekly practice plans, end of season evaluation and notes.
9. Assist Directors in the revision and implementation of the curriculums and program materials.
10. Enforce all Center policies, improve on water safety, and defer to the Associate Director as necessary.
11. Attend all Signature Events with additional support around the Sailor Celebration and camper recognition.
12. Perform additional tasks to assist in outreach of organization: blog posts, interviews, staff email communication, etc.

### **Salary**

Commensurate with experience.

### **Additional Information**

We are very interested in someone who can commit to multiple years in the position and play a key role in growing our programs and coaching our high school team.