



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 O'pen Bics, Hartley 10s, 420's, Lasers, Sonars, Rhodes 19s, Stand Up Paddleboards, kayaks and canoes.

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/Office Manager

Qualifications

1. Up to date certifications in or willing to obtain: CPR & First Aid, CDC Concussion Training and SafeSport Training, VT State Boater's license or out of state equivalent (available online).
2. Motorboat driving experience; ability to operate a motorboat in all weather conditions.
3. Availability in evenings and weekends a must.
4. Comfortable with basic administrative tasks.
5. Positive, enthusiastic and flexible attitude.
6. Ability to communicate basic information and rules to the public.



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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. Administer hourly rental service including safety, equipment, departure and arrival checks.
6. Able to provide on-water assistance and/or rescue to facility users and program participants.
7. Perform opening and closing tasks and maintain operational flow during peak hours.
8. Perform additional tasks to as necessary including event support, boat and facility upkeep, 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 23 – June 7 (limited hours available, returning staff only)

Summer: June 8 – September 7

Fall: September 8 – October 12 (limited hours available)