



community sailing center
lake champlain ; burlington vermont

Sailing Operations Manager 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, adults, 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, 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. 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 Sailing Operations Manager oversees private lesson scheduling, coordinates on-water operations, and assists the Program Director to manage and teach all sailing programs throughout the season while supporting seasonal staff. The position is full-time year-round. He/She will be in contact with parents, staff, and campers 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.

Time Commitment: Long Term, Seasonal

Responsible to: Program Director

Qualifications

1. Background in waterfront operations.
2. Experience in sailing instruction.
3. Strong skills in program management and staff oversight.
4. Excellent organization, communication, and team management skills.
5. Capable of general boat maintenance.



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6. VT State Boater's license or out of state equivalent (available online).
7. Current First Aid/CPR certification, CDC Concussion Training and SafeSport Training
8. Level 1 US Sailing Small Boat Instructor Certification.
9. Valid US driver's license

Staff Supervision

1. Assist with the supervision and support of instructor staff, expecting high individual growth, high levels of safety, quality and effort.
2. Responsible for delegating workload and making sure the duties of the instructors are performed as required.
3. Attend all staff meetings; work with Directors to address concerns/issues with staff.
4. Assist in training seasonal staff in Sailing Center waterfront procedures, and skills.

Program Administration

1. Assist with all special events and programs
2. Provide sailing instruction to different classes and organizations
3. Communicate with parents, sailors, and other CSC Staff and users effectively and with respect
4. Role model expectations and best practices to seasonal staff
5. Oversee the scheduling and curriculum delivery of private lessons, follow-up with customers, and support staff in delivering these lessons.
6. Initiate, schedule and administer group programs
7. Responsible for teaching and enforcing proper care and storage of all Center equipment and boats
8. Enforce all Center policies, improve on water safety, and defer to Program and Operations Director as necessary

Lake Access Programs

Share the Manager-on-duty responsibility with the management team for the overall organization, operation and coordination of the CSC Lake Access programs: rentals, youth camps, and adult learn-to-sail programs. These responsibilities include, but are not limited to the following areas:

1. Monitor users on the water, weather, and potential safety issues
2. Able to provide on water assistance and or rescue to facility users and program participants.
3. Administer hourly rental service including safety, equipment, departure and arrival checks.
4. Provide a high level of customer service with all organizations, partners and clients
5. Capable of general boat and facility maintenance