



# community sailing center

lake champlain ; burlington vermont

## Sailing Instructor Job Description

### Mission

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.*

### Overview

In many cases, the sailing instructor will be first contact that the student has with the Sailing Center. He/she, therefore, must be friendly, courteous, and knowledgeable of the rules, regulations, and operations of the Center. Instructors must be enthusiastic about the sport of sailing and seek to expose students to the fundamentals of sailing as well as the importance of the natural environment in which we sail and the basic leadership skills inherent in the sport of sailing.

**Responsible to:** Program Director

### Qualifications

1. Hold a current US Sailing Level 1 Small Boat Instructor certification at a minimum.
2. Current Red Cross and CPR certification.
3. Must have a passion for sailing, the environment and working with kids.
4. Must have a positive, enthusiastic and flexible attitude.
5. Must possess strong problem solving skills and an ability to adapt to changing program needs depending on weather, number of students, number of boats, etc.

### Responsibilities

1. The sailing instructor must be able to teach safety, boat handling and sailing theory to children and adults in dinghies and keelboats who are beginning, intermediate or racing sailors.
2. He/She must be able to develop and follow lesson plans that include dry land and on-the-water drills and inclement weather activities.
3. He/She must have empathy for the students and be able to adapt to their individual needs.
4. The instructor is responsible for notifying students of any changes in class times, postponement due to weather conditions and make-up dates. Accurate records of attendance, injuries and boat damage is required.
5. When scheduled, the sailing instructor will be required to act as Race Committee during Center sponsored races.
6. Other duties include care and maintenance of boats and the facility.
7. On occasion, the sailing instructor will be required to fulfill the duties of a Waterfront Coordinator. These duties include providing general and on-shore assistance to users and sailing instructors,

monitor users on the water and provide on-the-water assistance and/or rescue as situations dictate. He/She will also be required to perform administrative tasks such as collecting checks, cash and accepting credit card payments for instruction, rental and storage fees, and performing additional duties as required by the Program Director.

8. The instructor must have knowledge and respect of the rules and regulations of the Center and of Burlington harbor and are able to enforce them. He/She must be familiar with the Center's Risk Management Plan.
9. Perform additional tasks to assist in outreach of organization: blog posts, interviews, helping out at events, etc.
10. He/She must complete basic environmental activities with the students throughout the week including but not limited to: 1 WAVES activity, lunchtime recycling, LAY monitoring, etc.
11. Helping to maintain and clean the docks, boats and grounds before and after class