



community sailing center  
lake champlain : burlington vermont

## Waterfront 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 over 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, Escapes, 420's, Lasers, Sonars, Rhodes 19s, and 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. This position is an ideal match for someone looking to relocate to Vermont for several years with options to work other long-term seasonal jobs throughout the winter.

### Overview

The Waterfront Manager (WM) will be responsible for the waterfront coordination staff, the boat rental program and general waterfront operation. The WM will be responsible for providing on water support to all program areas. The WM will be in contact with CSC participants and 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. This is a fantastic opportunity for someone looking to increase their managerial and on the water skills.

**Reports to:** Operations Director

**Classification:** seasonal full-time

**Pay:** Hourly; pay commensurate with experience

**Dates of Employment:** May 4 – October 30 (semi flexible start and end dates)

### Qualification

1. Strong personal initiative to self-manage, prioritize tasks, and complete assigned projects.
2. Strong organizational skills.
3. 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).
4. Motorboat driving experience; ability to operate a motorboat in all weather conditions.
5. Experience in program management including implementation of youth and adult programs preferred.
6. Required to be available evenings and weekends.



## Responsibilities

### Lake Access Programs

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Responsible for the overall organization, operation and coordination of the CSC Lake Access programs: rental and boat storage. Job 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. Managing and implementing the daily and long-term maintenance of the CSC fleet
6. Completing or appropriately managing the completion of rigging repairs.
7. Managing the grounds- Yard upkeep and organization including rack and ground storage space
8. Managing skilled and unskilled volunteer labor

### Staff Supervision

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

### Program Administration

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1. Assist with all special events and programs
2. Responsible for teaching and enforcing proper care and storage of all Center equipment and boats
3. Share the manager on duty responsibility with the management team
4. Enforce all Center policies, improve on water safety, and defer to Program and Operations Director as necessary