



community sailing center  
lake champlain : burlington vermont

## Sailing Program 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 25 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, Escapes, 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

### Overview

The Program Manager oversees the adult programs, assists with both the youth programs and all sailing programs throughout the year. The Program Manager is involved with the hiring process and management of seasonal staff. The position is full-time, year-round. They 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. This candidate must know how to sail and be a US Sailing certified instructor. The work schedule of this position is flexible and may require weekend availability during the summer season.

**Time Commitment:** Full-time, Year Round.

**Responsible to:** Program Director

### Qualifications

{ PO Box 64818 Burlington, VT 05406 : 802.864.2499 : [www.communitysailingcenter.org](http://www.communitysailingcenter.org) }



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1. Strong background in dinghy and keelboat sailing.
2. Experience in program management. Including implementation of curriculum and management of youth.
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 encouraged, but not required.
8. Excellent organization, communication, and team management skills.
9. Valid US drivers' license

### **Responsibilities**

1. Lead sailing programs. Includes running sailing lessons, weekly scheduling, email outreach to participants and their families.
2. Group program management. Lead instruct during group sails and conduct follow up.
3. Manage Adult Programs, including curriculum development, outreach materials, staff support and schedules.
4. Assist in staff observations and feedback as well as pre-season training in conjunction with the Program Director.
5. Teach sailing on keel boats to different organizations.
6. Assist in pre/post-season setup and maintenance of boats and equipment.
7. Communicate with parents, sailors, and other CSC staff and users effectively and with respect.
8. Responsible for teaching and enforcing proper care and storage of all Center equipment and boats.
9. Share the manager on duty responsibility with the management team.
10. Enforce all Center policies, improve on water safety, and defer to Program Director as necessary.

### **Salary**

Annual, Commensurate with experience. Includes a number of discounts at local businesses and pro-deals.