



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

Do you prefer being out on the water? Do you have experience handling power boats and possess a valid Boater's License? Do you have an eye for detail and water safety awareness? Check out our Waterfront Coordinator positions! WCs supervise and manage the waterfront and our docks. They frequently help customers with their rentals, direct dock traffic, bring customers to moorings, and keep the waterfront flowing smoothly. Outstanding boating skills and customer service are required. A boating license or ability to acquire one is required. Full and part time positions are available.

**Responsible to:** Waterfront Manager/CSC Management Staff

### 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 on weekends is 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.



### 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 as necessary including event support, boat and facility upkeep, etc.

**Pay Rate: Starting at \$15/hour**, full-time and part-time positions available.

### Perks:

- **Sailing:** As an employee of Community Sailing Center you are invited to use any of our idle paddle or sail boats during business hours.
- **Boat Storage:** Employees of the Community Sailing Center may be allowed to store one boat on a rack, pending available space.
- **Racing:** The Community Sailing Center would love to see you hone your skills and provide some competition. You are invited to race in the Friday night series with a CSC boat pending boat availability.
- **Professional Development:** All Seasonal Waterfront Coordinators are eligible for an end-of-summer bonus of \$100 for those who can work through Labor Day (September 6th)
- **Discounts:** Our organization has established relationships with local businesses to provide discounts to the Community Sailing Center Staff. You will receive a list of staff discounts at staff training.
- **Pro-forms:** Our organization has established one or more relationships with companies willing to offer discounts on products. You will receive a list of pro-forms at staff training.

### 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 28 – June 12 (limited hours available, primarily evenings and weekends)

Summer: June 13 – September 5

Fall: September 6 – October 10 (limited hours available)