



# community sailing center

lake champlain : burlington vermont

## Sailing Assistant 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, Escapes, 420's, Lasers, Sonars, Rhodes 19s, Stand Up Paddleboards, kayaks and canoes.

Beyond teaching sailing 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

In many cases, the Sailing Assistant will be the 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 (both youth and adult) to the fundamentals of sailing as well as the importance of the natural environment in which we sail.

**Responsible to:** Program Director, Program Manager

### Qualifications

1. Hold a current US Sailing Level 1 Small Boat Instructor certification at a minimum.
2. 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).
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.
6. Must be at least 16 years of age.

**Pay Rate:** \$18 hourly base pay for Full Time & Part Time positions - adjusted for experience

**Responsibilities** - The Sailing Assistant must be able:

1. Teach safety, boat handling and sailing theory to children in dinghies and keelboats who are beginning, intermediate or racing sailors.
2. Develop and implement lesson plans, new curriculum, and complete all required reports and evaluations.
3. Have empathy for the students and be able to adapt to their individual needs.
4. When scheduled, act as Race Committee during Center sponsored races.
5. Enforce all policies of the Center and maintain a safe learning environment for sailors.
6. Complete basic environmental activities with the students throughout the week (support provided).
7. Help to maintain and clean the docks, boats and grounds before and after class.
8. Communicate with parents, sailors, and other CSC staff and users effectively and with respect.
9. On occasion, fulfill the duties of a Waterfront Coordinator. These duties include providing general and on-shore assistance to users and Sailing Instructors, executing the rental process, and completing additional administrative work as necessary.

**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.
- **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 Sailing Assistants are eligible for full reimbursement of instructor related certifications. Those seeking advanced certifications beyond US Sailing Level 1 require pre-approval from program management staff. There is an additional opportunity for an end-of-summer bonus for those who can work until the end of the summer season (August 23rd).
- **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 – scheduling will depend heavily on the assistant’s availability and flexibility during program hours. Summer and fall employment offers the greatest opportunity for full-time work hours.

Spring: April 22 – June 11 (limited hours available)

Summer: June 12 – September 3 (including mandatory Training week June 12-16)

Fall: September 4 – October 14 (limited hours available)